

PROFESSIONAL PROFILE

A dynamic, experienced and high-performing Teacher Librarian with an extensive background in library management, customer service, collection development, and administrative duties gained from numerous years of employment in education and library and information services. Recognised for excellence and effectiveness in planning and coordinating library operations, procedures and resources to facilitate organisational success and efficiency. Dedicated to providing outstanding service in all professional aspects and offers effective problem-solving and decision-making capabilities. An energetic and self-motivated professional with notable work ethic and a desire to contribute positively to organisations through high quality work who is looking for an employment opportunity to utilise exceptional library management knowledge and organisational skills.

EDUCATION & QUALIFICATIONS

Masters of Human Resource Management (2022 -)

Masters of Teacher Librarianship, Charles Sturt University | 2021

Bachelor of Teaching (Humanities) (Honours), University of Newcastle, NSW | 2018

International Baccalaureate Librarianship, IBO Professional Development | 2021

Internship, TAFE NSW Libraries | 2021

Digital Librarianship (short course, not accredited), University of Newcastle/TAFE NSW | 2016

Australian School Libraries Association Conference, ASLA | 2020

School Libraries of Victoria Association Conference, SLAV | 2020/2021

Student Exchange, Lund University, Sweden | 2014

PROFESSIONAL SKILLS

- **Library Management**
- **Collection Development**
- **Inventory Management**
- **Cataloguing Practice & Procedure**
- **Documentation & Reporting**
- **Compliance to Standards/Legislation**
- **Administration & Coordination**
- **Customer Service**
- **Database Management**
- **Team Leadership**
- **Training & Mentorship**
- **Conflict & Dispute Resolution**
- **Process Improvement**
- **Risk & Compliance Management**
- **Cultural Awareness**
- **Information Confidentiality**
- **Health & Safety Standards**
- **Strong Computer Literacy**

CORE COMPETENCIES

- Comprehensive understanding of the principles and practices of library science including reference techniques and question negotiation, collection development, readers' advisement, and cataloguing and classification.
- Substantial knowledge of customer service management theory and practice, including the pre-eminence of customer satisfaction, strategic planning using goals and objectives, staff development and supervision methods.
- Demonstrated organisational skills and ability to function autonomously within a team environment to support and deliver quality work outcomes, manage conflicting priorities and meet tight timeframes.
- Well-developed written, verbal and interpersonal communication skills, including conflict resolution, negotiation, problem solving, and the ability to communicate effectively as a leader and a member of a team.
- Ability to set up and monitor appropriate administrative systems to support the efficient delivery of library services.
- Strong familiarity with information technology including knowledge of common software packages such as Microsoft Office and Adobe along with the ability to quickly learn new systems and processes.

PERSONAL ATTRIBUTES

- Natural leadership qualities with strong sense of initiative, flexibility and accountability.
- Exemplary work ethic; reliable and self-motivated with a high degree of diplomacy and professionalism.

- Communicator and motivator with the ability to influence and negotiate with internal and external stakeholders.
- Customer-focused with superior problem-solving and decision-making abilities.
- Highly analytical and detail orientated with continuous improvement mindset.

EMPLOYMENT HISTORY

TEACHER LIBRARIAN/ENGLISH TEACHER

Mount Scopus Memorial College | January 2020 – Current

- Provide and manage library services and ensure high level efficiency in assisting students and teachers.
- Create and implement innovative solutions to library concerns and streamline processes.
- Maintain services in accordance with strategic direction and in compliance with legislation.
- Deliver teaching and learning programs in accordance with the school curriculum.
- Manage student behaviour and implement management strategies.
- Provide mentorship to students, delivering helpful feedback to assist in student progress and achievement.
- Partner with other teachers to deliver programs that achieve College objectives.

TEACHER LIBRARIAN

Mary Mackillop Catholic Regional College | April 2019 – 2020

- Supported school wide literacy programs and provided relevant and appropriate resources for the curriculum.
- Managed library operations including the library budget and led a small team of library assistants.
- Created and implemented engagement programs and the library design and layout.
- Supported school wide behaviour plans, and resourced the school wide educational framework.
- Designed and implemented library initiatives and maintained library strategic alignment.
- Engaged with heads of department as a member of the curriculum leaders' team.
- Supervised and provided assistance to students and academic staff.
- Organised and managed exams, SACs and distance education exams.
- Monitored and updated copyright laws.
- Facilitated library assistant professional development.

LEARNING AND SUPPORT TEACHER

Moree Secondary College, Moree | July 2018 – January 2019

- Provided support to enhance Year 7 literacy and taught a diverse range of students how to read.
- Organised Year 7 behaviour management and support and liaised with the school psychologist as needed.
- Assisted the Year 7 Mentor Team and Learning Support Team as well as Classroom Teachers regarding ILPs.
- Oversaw Literacy and Numeracy testing and exam special provisions.
- Supported junior literacy across the curriculum, Special Education Art lessons and covered Year 7 classes.
- Engaged in active relationship building with Year 7 students, including attending the Year 7 camp.
- Transitioned vulnerable students from behaviour units and Year 6 classes into high school co-curricular.
- Conducted community visits to support and engage students.

HSIE TEACHER

St Francis Xavier's College | May 2018 – July 2018

- Planned and implemented a variety of instructional and differentiated learning programs and techniques consistent with the needs, interests and capabilities of students and in accordance with the Australian Curriculum, particularly in the following classes:
 - o Year 11 Modern History (The American Civil War)
 - o Year 11 Modern History (Historical Investigation Research Project)
 - o Year 11 Geography (Population Studies)
 - o Year 12 Modern History (World War II)
 - o Year 12 Pre-HSC reflection camp
 - o Year 12 Homeroom Teacher
- Conducted parent teacher interviews.
- Undertook Essay Marking and Report Writing.
- Served as Year 12 Retreat Group Leader as well as Cross Country Staff Member.

SECONDARY ENGLISH TEACHER

Kotara High School, Adamstown Heights | November 2017

- Implemented lesson plans, maintaining consistency while enhancing student engagement and learning.

- Designed and delivered a range of teaching programs and courses of study appropriate for the age, needs and aptitude of students to encourage student participation and develop the critical thinking and problem solving skills of students.
- Managed Year 7 English (gifted and talented program) (Heroes) as well as Year 8-10 English (mainstream and mixed ability) (Marketing and Media, Creative writing).
- Functioned as creative writing teacher and co-teacher with the school librarian.
- Implemented book room maintenance as well as a digital essay assessment to replace traditional essays (Year 7).
- Attended parent teacher night for new year 7 students.

SECONDARY ENGLISH TEACHER

Newcastle High School, Newcastle | July 2016

- Planned and implemented lessons in accordance with National Standards and the school's curriculum requirements for the following classes:
 - o Year 7 English (Creative Writing)
 - o Year 8 English (Urban Legends)
 - o Year 9 English (Film Studies)
 - o Year 11 English studies (Film Studies)
- Evaluated and supported student learning, provided relevant feedback appropriate for each individual student and provided student mentoring.
- Organised and facilitated Year 6-7 Transition Day.

LIBRARY ASSISTANT

University of Newcastle, Newcastle NSW | November 2015 – May 2018

- Provided library services to assist all domestic and international students with referencing and research projects.
- Instructed and assisted staff and students in accessing and using university databases.
- Maintained the learning environment and performed general library duties (cleaning, shelving books and cataloguing).
- Resourced curriculums and courses, prepared course readings, and digitised course readings and chapters.
- Read and edited student assignments (within academic constraints).
- Worked with the interlibrary loans system both domestic and international.
- Attended and assisted with university and library events.
- Introduced and inducted new students both domestic and international.
- Participated in opening a brand new business and law library.
- Worked in collaboration with various university teams such as admissions and student services.
- Assisted in international student tours and provided peer mentoring of both domestic and international students.

PROFESSIONAL DEVELOPMENT

2018 **Professional development: Assessing Seniors**, Moree Secondary College

2018 **First Aid Training**, University of Newcastle

2017 **Emotional and Mental Health First Aid**, University of Newcastle

TECHNICAL SKILLS

Zoom • Google Classroom/Suite • Microsoft Office Suite • Various academic databases

Windows/Mac Operating systems

REFEREES

Meg Moores

Head of Library

Mount Scopus Memorial College

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Jill Slater

Head of English

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