# Copy for Project 2

{I used chatgpt to expand my copy; prompts are included with the final copy}

## Introduction Page

Prompt: expand this resume summary to 250 words. Make it welcoming and conversational. Librarian with 25 years of experience in public, special, and academic libraries, and over 15 years of experience in academic librareis. Extensive practical knowledge of library operations in all areas, including circulation, technical services, and reference. Long-time member of ALA’s Library Leadership and Management Association (now CORE), including researching and completing committee work on library leadership competencies and the application of those competencies, as well as serving as the editor of Library Leadership & Management, one of CORE’s three peer-reviewed journals. Demonstrated library leadership through mentoring, committee leadership, and department chair responsibilities.

Final edited version (269 words): With over 25 years of experience working across public, special, and academic libraries—and more than 15 years specifically in academic settings—I bring a deep and well-rounded understanding of library services, operations, and leadership. Throughout my career, I’ve had the opportunity to work in nearly every area of the library, from circulation and technical services to reference and instruction. I have also worked in youth services with children birth – 8th grade as well as with scientists and students. This broad base has allowed me to approach my work with both a practical mindset and a collaborative spirit.

I’m an active, long-time member of the American Library Association’s Library Leadership and Management Association, now known as CORE. Through this organization, I’ve contributed extensively to the development of library leadership competencies—researching best practices, participating in committee work, and helping shape how these competencies are applied in real-world library environments. I also have the privilege of serving as editor of *Library Leadership & Management*, one of CORE’s flagship peer-reviewed journals, where I worked closely with contributors and reviewers to elevate and share impactful ideas in the profession.

Leadership, to me, means guiding by example and lifting others along the way. I’ve served as a mentor to early-career librarians, led committees that supported both internal operations and professional development, and taken on department chair responsibilities to help strengthen team performance and morale. I’m passionate about the evolving role of libraries in our communities and thrive in environments that value innovation, integrity, and lifelong learning.

Let’s connect and talk about how I can bring this experience and energy to your team!

## Education

Prompt 1: For the education section, this also needs to be expanded to 250 words. What should I add? Dominican University – River Forest, IL September 2015- January 2018 Certificate of Special Study – Academic Libraries University of Nebraska – Kearney, NE May 2010–May 2014 MA in History ♣ Phi Alpha Theta Honor Society ♣ Concentrations in 19th Century America and Modern Europe Dominican University – River Forest, IL September 2005–January 2007 MLIS ♣ Beta Phi Mu Honor Society Benedictine University – Lisle, IL August 2001–May 2005 BS in Mathematics ♣ Minor in Philosophy ♣ Magna Cum Laude ♣ Kappa Mu Epsilon & Pi Mu Epsilon Mathematics Honor Societies

Prompt 2: Since 2014 I have also been taking classes at McHenry County College in Crystal Lake, IL. I have taken classes in programming, graphic design, business, psychology, and more. I have earned a Certificate in Bookkeeping as well as a Certificate in Organizational Leadership. Can you add that?

Final edited version (272 words): My academic journey has been shaped by a lifelong love of learning and a deep curiosity about how different disciplines intersect. I began at **Benedictine University in Lisle, IL**, earning a **Bachelor of Science in Mathematics** with a **minor in Philosophy** in 2005, graduating *Magna Cum Laude*. My passion for inquiry and analytical thinking was further recognized through induction into **Kappa Mu Epsilon** and **Pi Mu Epsilon**, national honor societies in mathematics.

I went on to complete my **Master of Library and Information Science (MLIS)** at **Dominican University** in 2007, where I was inducted into **Beta Phi Mu**, the international honor society for library and information science. Later, in 2018, I returned to Dominican to complete a **Certificate of Special Study in Academic Libraries**, allowing me to build targeted expertise in academic librarianship.

In 2014, I earned a **Master of Arts in History** from the **University of Nebraska at Kearney**, with concentrations in **19th Century American** and **Modern European** history. As a member of **Phi Alpha Theta**, I deepened my understanding of historical research and critical analysis—skills that continue to inform my work today.

Since 2014, I’ve also taken a wide range of credit courses at **McHenry County College** in Crystal Lake, IL, reflecting my desire to stay versatile and current. I’ve studied **programming**, **graphic design**, **business**, and **psychology**, and earned certificates in both **Bookkeeping** and **Organizational Leadership**—all of which have added valuable perspective to my professional toolkit.

In addition to formal educational experiences, I have also completed a wide range of professional development activities, including earning a **Six Sigma Green Belt,** completing courses in pedagogy, copyright, and open education.

## Experience

Prompt: Can you consolidate this into 500 words? McHenry County College – Crystal Lake, IL Cataloging & Collection Development Librarian 2014–Present Library Department Chair 2017-Present Key Contributions: Worked in collaboration with faculty, library staff, and departments across campus to support student success. Analyzed library collection of print and electronic resources to determine distribution of current usage as well as priorities for future collection development based on gap analysis. Led migration from Voyager to Alma, including mapping data, serving as the liaison to CARLI, and training library staff. Coordinated update of information literacy modules to better fit the changing needs of students and faculty. Received grant funding to create/update our graphic novel collection to reflect the experiences and interests of MCC students, and to create a family-friendly study space in the library. During COVID, developed ways to continue to reach and support students, including implementing Zoom research appointments, developing a simplified landing page, and updating processes and instruction. ♣ Coordinate with classroom faculty to evaluate library resources and future collection needs ♣ Develop processes to select and withdraw library materials ♣ Weed print collection to right-size the collection and transform the library to meet student needs ♣ Evaluate usage statistics of print and electronic materials to determine trends and collection needs ♣ Manage budget for print and electronic resources ♣ Monitor curriculum changes affecting library collection development, including new course proposals, new program proposals, and program reviews ♣ Evaluate library collection and services through an EDI lens to update collections and spaces ♣ Create original cataloging and copy cataloging records ♣ Provide reference and instruction for students, faculty, staff, and community members through LibAnswers, chat, phone, and in person ♣ Teach information literacy curriculum as part of college general education goals ♣ Teach LIB 110, a 1-credit information literacy course ♣ Create LibGuides for course areas as well as specific assignments ♣ Participate in information literacy program assessment ♣ Managed migration from Voyager to Alma and implementation of OpenAthens ♣ Serve as Alma/Primo, OpenAthens, and LibApps administrator ♣ As department chair, schedule ~125-175 information literacy sessions a semester, track instruction sessions, and coordinate projects with reference librarians. ♣ Demonstrate “Excellence in Teaching” through professional development, teaching & learning strategies, assessment, and professionalism Adjunct Reference Librarian August 2008–September 2014 ♣ Provide reference and instruction for students, faculty, staff, and community members through LibAnswers, chat, phone, and in person ♣ Teach information literacy curriculum as part of college general education goals ♣ Develop materials for core information literacy program as well as subject specific one-shot courses ♣ Create LibGuides for course areas as well as specific assignments ♣ Select materials and weed collection in conjunction with collection development librarian UOP, LLC – Des Plaines, IL Librarian – Knowledge Management November 2006–May 2013 Key Contributions: Worked in collaboration with multiple departments, including other PMT libraries, IT, Records Center, and R&D scientists and engineers, to develop solutions to issues identified in the KM needs assessment. Specific projects include creation of a taxonomy and a process for scanning and indexing 20,000 research reports, creation and implementation of the expert interview process to facilitate knowledge sharing among experienced scientists and next-generation experts, and the creation and delivery of a one-day course on knowledge sharing. Maintained the physical and electronic library collection by coordinating the shifting of ~1,000 journal titles, cataloging new materials as well as retrospectively cataloging ~3,000 government documents, and transforming and uploading records for ~20,000 e-book titles into the ILS. ♣ Manage knowledge sharing process and assess effectiveness of practices ♣ Catalog books, e-books, journals, e-journals, DVDs, and government documents ♣ Develop cataloging guidelines and standards for all PMT libraries ♣ Serve as Inmagic catalog administrator; create reports, edit code to enable self-checkout and improve usability through OPAC display modifications, and create MARC to ASCII maps to convert and upload e-book and e-journal records ♣ Design, develop, and teach one-day course in knowledge sharing ♣ Develop and apply taxonomy to internal repository of technical reports ♣ Assist patrons with business, UOP archives, and Documentum search requests ♣ Serve as LMS administrator for UOP R&D; create courses and offerings, grant credit to attendees, and develop processes for reporting and auditing ♣ Revise retention schedules with Records Center for R&D internal documentation ♣ SME for library catalog, Documentum, LMS, and UOP archives ♣ Co-chair, TCO Employee Education Committee; coordinate lectures and short courses for R&D technical community ♣ Six Sigma Green Belt Certified ♣ KMPro Certified Knowledge Management Practitioner Cataloger February 2006–November 2006 ♣ Copy and original cataloging of books, reports, and audio-visual materials ♣ Process materials for circulation Kraft Foods – Glenview, IL Library Assistant July 2006–November 2006 ♣ Obtain books, articles, and reports for researchers ♣ Collaborate with library assistants from other Kraft locations to share materials ♣ Index research reports ♣ Inventory and weed collection ♣ Maintain circulation records Lisle Library – Lisle, IL Youth Services Temp. November 2006–December 2008 Youth Services Paraprofessional May 2004–November 2006 Circulation Services Page December 2002–July 2004 ♣ Answer reference and readers advisory questions from children, parents, and caregivers in person and by phone ♣ Promote youth services programs via monthly newsletter and webpage ♣ Collaborate with public relations to promote youth services programs ♣ Serve as school liaison to area schools and prepare collections for teachers ♣ Select materials for collection in the 500’s (math/science) and 800’s (poetry) North Suburban Library – Loves Park, IL Adult and Youth Services Page/Clerk May 1998–November 2000 ♣ Prepare crafts for story time ♣ Assist patrons in person and by phone ♣ Shelve and inventory books and media

Final edited version (463 words): **McHenry County College – Crystal Lake, IL**  
*Cataloging & Collection Development Librarian (2014–Present)*  
*Library Department Chair (2017–Present)*

Since joining MCC in 2014, I’ve taken a leadership role in shaping the library’s collections, services, and strategic direction. I work closely with faculty and staff across campus to align library resources with evolving academic needs. Through thoughtful analysis of usage data and gap assessments, I guide collection development and weeding efforts, ensuring the library remains relevant, student-centered, and responsive to curricular changes.

I led the library’s migration from Voyager to Alma, mapping data, coordinating with CARLI, and training staff. As department chair, I oversee scheduling for 125–175 information literacy sessions each semester and facilitate team collaboration on instruction and outreach. I serve as administrator for Alma/Primo, OpenAthens, and LibApps.

Instruction is central to my role. I teach information literacy classes, support students and faculty via reference services, and develop LibGuides and instructional content tailored to specific courses. I’ve also taught LIB 110, our 1-credit info literacy course, and participated in program-level assessment.

I’ve pursued initiatives to improve accessibility and engagement, such as creating a family-friendly study space and updating our graphic novel collection through grant funding. During COVID, I quickly adapted services, including implementing Zoom consultations, redesigning our landing page, and refining instruction workflows to meet student needs remotely.

**Adjunct Reference Librarian (2008–2014)**  
Provided research support and instruction, created LibGuides, and contributed to the core info literacy curriculum. I also participated in collection development and weeding efforts.

**UOP, LLC – Des Plaines, IL**  
*Librarian – Knowledge Management (2006–2013)*

At UOP, I collaborated across departments to build a more cohesive knowledge-sharing culture. I developed a taxonomy for technical documentation, created a searchable repository of 20,000 research reports, and co-designed a one-day course on knowledge sharing. I maintained and expanded catalog records for thousands of physical and digital resources and served as administrator for the Inmagic catalog, Documentum, LMS, and archives systems.

I revised retention schedules, supported internal audits, and led records and metadata projects with a focus on usability and long-term access. My work was grounded in both KMPro and Six Sigma Green Belt certification practices.

*Cataloger (Feb–Nov 2006)*  
Handled original and copy cataloging, processing print and AV materials.

**Kraft Foods – Glenview, IL**  
*Library Assistant (2006)*  
Supported R&D staff by sourcing research materials, managing interlibrary processes, and maintaining catalog records.

**Lisle Library District – Lisle, IL**  
*Youth Services Paraprofessional & Temp. (2004–2008)*  
*Circulation Page (2002–2004)*

Provided youth reference and reader’s advisory, promoted programming, served as a school liaison, and selected materials in science, math, and poetry.

**North Suburban Library – Loves Park, IL**  
*Adult and Youth Services Clerk/Page (1998–2000)*  
Assisted patrons, prepared storytime materials, and shelved and inventoried materials—an early experience that sparked my passion for public service and librarianship.

## Skills

Prompt: Using these skills, create at least 250 words for the skills section. In addition to these areas of librarianship I also have experience with Adobe Creative Cloud, Springshare, Alma, Voyager, Canvas, Canva, Microsoft Office Suite and Google Office Suite

Final edited version (253 words): Over the course of my career, I’ve developed a broad and versatile skill set that reflects the evolving nature of librarianship and the many roles librarians play in today’s academic environments. I bring extensive experience in **cataloging**, **collection development**, **reference services**, and **information literacy instruction**, all grounded in a user-focused, service-driven approach. I’m comfortable working with both traditional and emerging library practices, and I thrive in collaborative, cross-functional teams.

In terms of technical systems, I have deep experience with integrated library systems and discovery platforms, including **Alma**, **Voyager**, and **Primo**. I led the migration from Voyager to Alma and continue to serve as system administrator for Alma/Primo and **OpenAthens**, ensuring smooth operations and access for students and faculty alike. I also work extensively with the **Springshare suite**—including LibGuides, LibAnswers, and LibCal—creating custom instructional content, managing scheduling, and improving user engagement.

I’m highly proficient in both **Microsoft Office** and **Google Workspace** tools, and I regularly use them to streamline communication, develop instructional materials, and manage data. Additionally, I have experience with **Canvas**, our learning management system, and I frequently integrate library resources into course shells to support embedded instruction.

On the creative side, I’m comfortable using **Adobe Creative Cloud** and **Canva** to design promotional and instructional materials that are clear, engaging, and accessible. Whether I’m building an online tutorial, designing a program flyer, or crafting a workshop presentation, I focus on clarity, inclusivity, and visual appeal.

Overall, I approach every tool and task with curiosity, adaptability, and a focus on continuous improvement.

## Publications

Prompt: Can this be simplified to 500 words? Format this for a publications page Books

Inclusive Cataloging, edited by Amber Billey, Elizabeth Nelson, and Rebecca Uhl. Chicago: ALA Editions, 2024.

Book Chapters

"More Inclusive Collection Development." In The Community College Library: Collections and Technical Services, edited by Kaela Casey and Janet Pinkley. Chicago: ACRL, projected 2024.

“Family Friendly Study Space Case Study.” Field Note In Supporting Student Parents in the Academic Library: Designing Spaces, Policies, & Services, edited by Kelsey Keyes and Ellie Dworak. Chicago: ACRL, 2024.

“Open Illinois: Supporting Open Educational Resources as a Consortium.” In Open Praxis, Open Access: Digital Scholarship in Action, edited by Dana Haugh and Darren Chase. Chicago: ALA Editions, 2019.

“Balancing Technology Instruction with Reference and Instruction.” In Teaching Technology in Libraries: Creative Ideas for Training Staff, Patrons and Students, edited by Carol Smallwood and Lura Sanborn. Jefferson, NC: McFarland, 2017.

“The Romance of Self-Publishing.” In Self-Publishing and Collection Development: Opportunities and Challenges for Libraries, edited by Robert P. Holley. West Lafayette, IN: Purdue University Press, 2015.

“Consult Your Stakeholders & Prioritize with Six Sigma Tools.” In Time Organization for Librarians: Beating Budget and Staff Cuts, edited by Carol Smallwood, Jason Kuhl and Lisa Fraser. Lanham, MD: Scarecrow Press, 2013.

“Working from Home, or How to Get it All Done without Going Crazy.” In Time Organization for Librarians: Beating Budget and Staff Cuts, edited by Carol Smallwood, Jason Kuhl and Lisa Fraser. Lanham, MD: Scarecrow Press, 2013.

Articles

"Information Literacy Needs of Community College Students in Transition: a Literature Review." Reference Services Review. 45:2 (2017): 278-285.

“Using Six Sigma and Lean in the Library.” College & Undergraduate Libraries. 22:3-4 (2015): 312-324.

“It’s Not Just About the Money: How Working a Second Job Can Help Further Your Career.” Library Worklife: HR E-News for Today’s Leaders. August 2011.

“What Special Librarians and Information Professionals Can Learn from School and Public Librarians.” Information Outlook. 15.3 (2011): 16-18.

“Moving Forward at the 2010 Leadership Summit.” The Informant. Spring 2010.

“Expanding Your Skill Set through Reviewing.” NMRT Footnotes. 39.4 (2010).

“Collecting Experiences for your Future Career.” LIScareer. February 2010.

“Knowledge Management for Libraries.” Library Leadership & Management. 22.3 (2008):135-137.

“ALA-APA Salary Survey and the New Librarian.” Library Worklife: HR E-News for Today’s Leaders. May 2008.

“Library Statistics and the HAPLR Index.” Library Leadership & Management. 21.1 (2007): 9-12.

Book Reviews

Social Sciences Reviewer. Library Journal. 2008-2019.

Media Reviewer. Booklist. 2009-2019.

YA and Adult Fiction & Non-Fiction Audio Reviewer. Audiofile. 2009-2019.

Editing & Peer Reviewing

Editor. Library Leadership & Management. 2020-present.

Associate Editor. Library Leadership & Management. 2018-2020.

Column Editor. College & Undergraduate Libraries. 2016-2018.

Science Subject Editor. Resources for College Libraries: Career Resources. 2016-Present.

Business Peer Reviewer. Resources for College Libraries: Career Resources. 2015.

Peer Reviewer. Library Leadership & Management. 2011-2018.

Presentations: “AI in IL: The Right Tool for the Job.” Presented with Kim Tipton. Wisconsin Association of Academic Librarians Conference, Virtual. 2024.

“AI in the Library: Information Literacy and Artificial Intelligence Tools.” Presented with Kim Tipton. MCC AI Symposium, Crystal Lake, IL. 2024.

“Cultivate Belonging: How We Moved EDI Initiatives from Training to Action.” Panelist. Illinois Library Association Annual Conference, Springfield, IL. 2023.

“Meeting the Information Literacy Needs of Dual Credit Students.” Presented with Kim Tipton. CARLI Instruction Showcase, Virtual. 2023.

“Trials and Tribulations of Tutorials.” Poster presented with Belinda Bolivar, Loren Mixon, and Sarah Thorngate. Illinois Library Association Annual Conference. Rosemont, IL. 2022.

“Inclusion in the Library: Accessible Resources in the Databases and Beyond.” Presented with Kim Tipton. MCC Faculty Development Day. 2022.

“Weeding and Seed-Planting for Student Success." The Collectors Poster Session. ALA Annual Conference. Washington, DC., 2019.

"Textbook Cost Reduction Camp." CARLI OER Workshop. Chicago, IL, 2019.

“Beyond OER: Helping Faculty Reduce Textbook Costs." Roundtable Discussion. ACRL. Cleveland, OH, 2019.

"Textbook Cost Reduction Camp." Presented with Julie Freelove. ForwardFocus. Peoria, IL, 2017.

“Scaffolding the Framework: Bridging the Gap Between 2-year and 4-year Institutions." Roundtable Discussion. ACRL. Baltimore, MD, 2017.

“Using Data to Drive e-Resource Decisions." NILRC Allerton Conference. Monticello, IL, 2016.

"Seed Planting: Using Data to Develop the Library Collection." ForwardFocus. Peoria, IL, 2016.

“Using Six Sigma Ideas to Continuously Improve the Library.” Illinois Association of College and Research Libraries Conference. Chicago, IL, 2016.

“Continuously Improving the Library Collection.” Poster. ALAO Conference. Lewis Center, OH, 2015.

“Holiday Reading: Wish Lists and Recommendations.” Presented with Cynthia Letteri. MCC Lunch and Learn. 2015.

“Organization through Digitization.” Presented with Ashley Booth. MCC Lunch and Learn. 2015.

“Holiday Reading: Wish Lists and Recommendations.” Presented with Cynthia Letteri. MCC Lunch and Learn. 2014.

“The Side Gig: How to Supplement Your Income in Tough Economic Times.” Panelist. ALA Annual Conference. New Orleans, LA, 2011.

Grants: “Mirrors and Windows: Exploring Books in Many Languages.” MCC Mini-grant. Funded

2024.

“Supporting Student Parents: An Inclusive Library Space.” MCC Mini-grant. Funded 2022.

“Graphic Novels for Non-Academic Reading.” MCC Mini-grant. Funded 2021.

Awards: 2024 MCC Behaviors of Excellence Award for Respect

2023 Core Presidential Citation

2006 LAMA/YBP Student Writing and Development Award

Final edited version (286 words):

**Books & Book Chapters**

* *Inclusive Cataloging*. Ed. Amber Billey, Elizabeth Nelson, Rebecca Uhl. ALA Editions, 2024.
* "More Inclusive Collection Development." In *The Community College Library: Collections and Technical Services*. ACRL, expected 2024.
* "Family Friendly Study Space Case Study." In *Supporting Student Parents in the Academic Library*. ACRL, 2024.
* "Open Illinois: Supporting Open Educational Resources as a Consortium." In *Open Praxis, Open Access*. ALA Editions, 2019.
* "Balancing Technology Instruction with Reference and Instruction." In *Teaching Technology in Libraries*. McFarland, 2017.
* "The Romance of Self-Publishing." In *Self-Publishing and Collection Development*. Purdue University Press, 2015.
* Two chapters in *Time Organization for Librarians*. Scarecrow Press, 2013.

**Articles**

* “Information Literacy Needs of Community College Students in Transition.” *Reference Services Review*, 45(2), 2017.
* “Using Six Sigma and Lean in the Library.” *College & Undergraduate Libraries*, 22(3–4), 2015.
* Articles in *Library Worklife*, *Information Outlook*, *Library Leadership & Management*, *The Informant*, *LIScareer*, and *NMRT Footnotes*, 2007–2011.

**Book & Media Reviews**

* *Library Journal*, Social Sciences Reviewer, 2008–2019.
* *Booklist*, Media Reviewer, 2009–2019.
* *AudioFile*, Audio Reviewer, 2009–2019.

**Editorial & Peer Review Roles**

* Editor, *Library Leadership & Management*, 2020–present.
* Associate Editor, 2018–2020; Peer Reviewer, 2011–2018.
* Column Editor, *College & Undergraduate Libraries*, 2016–2018.
* Subject & Peer Reviewer, *Resources for College Libraries*, 2015–present.

**Presentations (Selected)**

* “AI in the Library.” MCC AI Symposium & WAAL Conference, 2024 (with Kim Tipton).
* “Cultivate Belonging: EDI in Action.” Illinois Library Association Conference, 2023.
* “Meeting the Information Literacy Needs of Dual Credit Students.” CARLI Showcase, 2023.
* “Inclusion in the Library.” MCC Faculty Development Day, 2022.
* “Weeding and Seed-Planting for Student Success.” ALA Annual Conference, 2019.
* “Beyond OER.” ACRL and CARLI Workshops, 2019.
* Additional sessions presented at ILA, ACRL, NILRC, ALAO, and MCC events, 2011–present.