

Tyler Jones

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WORK EXPERIENCE

Evening Library Assistant

Decatur, GA

John Bulow Campbell Library, *Columbia Theological Seminary*

Nov 2017-Present

- Oversee the function of the library on weeknights and weekends
- Offer reference assistance to patrons by navigating online databases including GALILEO, EBSCOhost, JSTOR, ProQuest, and WorldCat
- Locate materials for patrons using the integrated library system, WorkFlows by SirsiDynix
- Provide circulation assistance, such as checking materials in and out, organizing materials for shelving, searching for missing books, resolving overdue fines, and troubleshooting technology
- Assist with library projects as assigned, including collection inventory, event coordination, and stacks maintenance

Center for Academic Literacy Coach

Decatur, GA

Center for Academic Literacy, *John Bulow Campbell Library, Columbia Theological Seminary*

Nov 2017-Present

- Provide one-on-one writing, editing, and research support to seminary students through in-person and online tutoring sessions
- Exit surveys report that over 97% of responders gave highest possible score when asked if session had met their needs, and 93% gave highest possible score when asked if the session had empowered them as writers
- Create instructional handouts on grammar, research strategies, citation management, and writing style
- Plan and lead workshops on research strategies including: "Time Management Using Digital Resources," "Avoiding Plagiarism," "Effectively Engaging Sources," and "Writing After Seminary"

Research Associate

Atlanta, GA

Dr. John Snarey, *Franklin Parker Professor of Human Development and Ethics*

Jan 2017-Present

- Supervise 3 research assistants in the research and organization of biographical data for nearly 200 historical persons
- Conduct statistical analysis of data using Excel
- Provide some original translation work from French into English
- Authored a book review for the American Academy of Religion's online journal, *Reading Religion*, which can be found at <http://readingreligion.org/books/damn-great-empires>

Cataloging Assistant

Atlanta, GA

Pitts Theology Library, *Candler School of Theology, Emory University*

May 2016-Aug 2017

- Copy cataloged over 1,000 newly acquired books to the library's digital catalog using Alma by Ex Libris and OCLC
- Tasked with verifying call numbers, attaching spine labels and bookplates, and making data corrections in the library catalog

Digital Image Archive Assistant

Atlanta, GA

Pitts Theology Library, *Candler School of Theology, Emory University*

Aug 2015-Aug 2016

- Compiled metadata for digitized images in Digital Image Archive
- Researched wood cuts, images, and printer's devices ca. 16th-19th centuries
- Provided some original translation work from Latin into English

EDUCATION

Candler School of Theology, Emory University

Atlanta, GA

Master of Theological Studies

May 2017

GPA: 3.9

Maryville College
Bachelor of Arts in Religious Studies
GPA: 3.8, *Magna Cum Laude*

Maryville, TN
May 2015

Thammasat University
Study Abroad Exchange Program

Bangkok, Thailand
Spring 2014

LEADERSHIP & PROJECTS

Pitts Theology Scholar, *Pitts Theology Library*

Aug 2016-May 2017

- Created an online research database on Islam for Pitts Theology Library which can be found [here](#)
- Constructed using LibGuides software, the website offers research information on recent and popular publications in Islamic studies, maps and graphs on Islamic culture and history with links to helpful websites such as the PEW Research Forum, and suggestions for popular websites on Muslim life and culture

Eagle Scout, *Community Service Project*

Jan 2010-Nov 2010

- Planned and implemented environmental clean-up of Lenoir City, TN walking trail
- Conducted budgeting and served as project manager in conjunction with community leaders and volunteers
- Removed more than 2 tons of trash from walking trail and adjacent creek

SKILLS

Software

- Integrated Library Systems: Alma by Ex Libris and WorkFlows by SirsiDynix
- Online Databases: GALILEO, EBSCOhost, JSTOR, ProQuest, and WorldCat
- Content Management Systems: LibGuides and WordPress
- Productivity: Microsoft Office Suite and Google Suite
- Graphic Design: Canva

Research, Writing, and Communication

- Citation Styles: Chicago/Turabian, MLA, APA
- Limited reading proficiency in French
- Comfortable with speaking in front of large groups
- Experienced with facilitation of and interaction with small groups