CAITLIN MEYER

636.236.3617 | caitlin.e.meyer@gmail.com | caitlinmeyer.com

EDUCATION

University of California, Los Angeles | Los Angeles, CA   2017
Master of Library & Information Science

Vanderbilt University | Nashville, TN   2013
Bachelor of Arts, Communication Studies

PROFESSIONAL EXPERIENCE

Research & Education Librarian   2017 – present
Cushing/Whitney Medical Library | Yale University

- Manage the medical library instruction program, which includes conducting user needs assessments, developing classes, optimizing scheduling, running a peer observation program, and leading the medical library Instruction Community of Practice group.
- Teach workshops in the curriculum for the medical school and general library classes on topics such as: evidence-based literature searching, citation management, finding research impact metrics, and more.
- Create and deploy videos, guides, and tools to promote library resources/services and teach library-related skills.
- Coordinate the overall medical library Personal Librarian program and serve as a personal librarian for the PA programs and approximately 10 medical students per class.
- Act as medical library representative on university-wide LibGuide Advisory Group and Research, Outreach & Instruction (RIO) Committee; Serve on medical library Marketing Committee, Annual Report Committee, and User Experience Design Project Group.

Inquiry Specialist   2016 – 2017
Louise M. Darling Biomedical Library | University of California, Los Angeles

- Built online instructional modules (interactive slideshows, videos, static pages, HTML5 content) using tools such as Camtasia, Videoscribe, and Github targeted at bettering undergraduate students' research and writing skills.
- Conducted user testing through interviews and surveys, then deployed the modules both in departments such as Psychology and Ecology & Evolutionary Biology, the campus learning management system, and broadly online with assessment activities included to provide evidence of engagement and learning.
- Designed and implemented a digital asset management strategy for the team in Box including folder structure, naming conventions, version control, and access.

Teaching Assistant   2015 – 2017
UCLA Department of Communication | University of California, Los Angeles
- Taught foundational communication studies concepts to approximately 75 students per quarter across three discussion sections and managed course assignments.
- Created interactive, engaging presentations and activities for weekly meetings including structured group work, games, student-led presentations, and more.

Project Coordinator   2014 – 2015
Nitro Fidelity Music Festival | Napa, California
- Devised and executed research projects to determine music industry best practices in festival marketing, website information architecture, and product offerings to inform company's product development.
- Acted as point person for website content management system and content writing, writing copy for the website and social channels.

Communications Coordinator   2013 – 2014
Broadcast Music Inc. | Nashville, Tennessee
- Wrote press releases, news stories, and features for company website and artist features for book, *BMI: 75 Years of American Music*.
- Tracked news clippings, entered photographs and videos into digital asset management system, and created accompanying metadata for ingested items.

Production Assistant   2013 – 2014
Florentine Films | Nashville, Tennessee
- Assisted with archival photograph research and artifact digitization, generating metadata in Bridge within established controlled vocabularies for Ken Burns' country music project.

CONFERENCE PRESENTATIONS
"Transforming our teaching: adapting our instruction program to better meet user needs." Medical Library Association Annual Conference. Atlanta, GA. May 22, 2018. Poster.

"Down to the WI+RE: Transitioning to Paperless Grant Project Management." Research & Inquiry Conference. Los Angeles, CA. May 25, 2017. Poster.

"Reimagining the slideshow: using reveal.js to create Choose Your Own Adventure library tutorials." Code4Lib Conference. Los Angeles, CA. March 7, 2017. Poster.