Fallon Easton

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Knowledgeable academic librarian with 6+ years' experience managing resources in a thriving university library. Assertive and motivational Leader with a strong track record for nurturing talent and providing meaningful training opportunities. Excellent collaborative skills and works closely with colleagues to ensure a comprehensive resource selection.

Education

Bachelor of Arts in English Literature

Florida **Agricultural And Mechanical University, Tallahassee, Fl**
September 2008 -June 2012

Master of Science in Library Science

Florida **State University.Tallahassee, Fl**
September 2012 -June 2014

Key Skills

- **Events and service promotion**
- **Staff management and mentorship**
- **Cataloging**
- **Budget management**
- **Resource acquisition**

Professional Experience

LIBRARIAN

Florida State University,Tallahassee, FL | September 2014- Present

- **Work collaboratively with academic staff to select and purchase a broad range of materials to complement the course curricula**
- **Adapt the Library resources and environment to meet the needs of a diverse student body and ensure equal access, most recently developing a research suite for students with visual impairments**
- **Conduct promotional activities and events to encourage students to take advantage of Library resources, resulting in a footfall increase of 21% in 2020**
- **Source, purchase, and catalog print and digital materials and oversee the departmental budget**
- **Manage and deploy the library team and conduct performance reviews, target setting, and professional development programs**

LIBRARY PAGE

Tallahassee Community College, Tallahassee, FL | September 2012 -
September 2014

- **Organized and shelved books and other printed resources and performed regular inspections of the shelving units**
- **Assisted with student orientation and provide advice and support with resource location**
- **Processed book loans and returns and administered fines in line with college policies**