

VIRGINIA (GINGER) R. CONLY

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11416 E. 27th Ave. Denver, CO 80238

SUMMARY OF QUALIFICATIONS

- Over 14 years of experience in the library field in a variety of organizations.
- Current Full Stack Coding Boot Camp student at the University of Denver.
- Master of Science in Library Science from Catholic University of America (2005).
- Experience with a variety of integrated library systems, electronic resources, and web development tools.
- Expertise in reference and technical services in special, academic, and public libraries.
- Graduate of Denver Public Library's 2017 Leadership Academy through Employers Council.
- Extensive knowledge and proficiency with project management, communications, and customer service/experience

PROFESSIONAL EXPERIENCE

July 2015 – August 2018

Denver Public Library – Ross-Cherry Creek Branch Library

Denver, CO

Librarian

- Provided library patrons with reference, technical, research, and reader's advisory assistance.
- Lead several weekly story times focused on early literacy for children ages 0-5.
- Coordinated Summer of Adventure programming for youth 0-18.
- Managed online content and statistical reporting using Drupal CMS and Power BI.
- Facilitated meeting room reservations and all associated details, logistics, payments, and audio-visual system needs.
- Designed all book displays in the library and facilitate their upkeep.
- Participated and contribute to Children's Services Roundtable monthly meetings and regular staff/team meetings.
- Coordinated special programs and events within the branch and assist with live music programming throughout the DPL system.
- Participated in professional development trainings, workshops, and conferences.
- Assisted with the development of mobile services initiatives and summer programming print content.
- Graduated from Leadership Academy at Employer's Council and implemented staff recognition project on the library's intranet.

November 2013 – September 2014

Englewood Public Library

Englewood, CO

Children's Services Librarian

- Lead weekly early literacy, preschool, and school-age programs and facilitate parent/caregiver discussion group.
- Provided library patrons with reference, technical and information literacy assistance.
- Assisted in development of children's collection.
- Coordinated special programs and events both in-house and outside the library.
- Provided outreach services to schools and preschools, shelters, and community centers.
- Maintained computer equipment and online tools for children's library use.
- Participated in professional development trainings and workshops.
- Provided reader's advisory services to library patrons.
- Coordinated Bright Beginnings packet distribution and dissemination of other early childhood resources.
- Assist with circulation, acquisition, and cataloging processes when needed.

February 2012 – April 2016

Denver Parks & Recreation

Denver, CO

Personal Trainer / Fitness Instructor / Yoga Instructor (on-call)

- Teach fitness and yoga classes on an on-call basis.
- Created personal training programs and conduct training.
- Assisted with promotion and marketing of fitness and wellness programs.
- Coached participants and create fitness programs for the HealthONE Red Rocks Fitness Challenge, a 90-day public fitness program designed to improve participant's overall health and wellness.
- Substitute taught yoga and fitness classes.

March 2012 – September 2014

City of Englewood

Englewood, CO

Yoga Instructor

- Teach yoga classes for City of Englewood and Sports Authority employees.
- Substitute teach yoga classes at the Malley Senior Center and the Englewood Recreation Center.

March 2012 – August 2014

Schlessman Family YMCA

Denver, CO

Yoga Instructor

- Teach weekly evening Hatha Yoga class and on-call classes.
- Assist in promotion of other YMCA fitness and wellness classes and events.
- Substitute teach yoga and fitness classes.

December 2011 – October 2012

Whole Yoga

Denver, CO

Yoga Instructor

- Teach yoga flow and meditation classes in a group setting.
- Partnered with Whole Yoga co-owner/physical therapist to design and teach a Yoga for Runners workshop/running clinic.
- Provide promotion and marketing assistance for classes and workshops.
- Substitute teach yoga classes.

June 2010 – July 2010

DC Parks and Recreation

Washington, DC

Head Coach, ACHIEVE Youth Triathlon Summer Camp (short-term position)

- Led daily camp activities, warm-ups, workouts, and coach talks for camp participants.
- Taught swimming, cycling, and running skills and guided participants through the completion of a triathlon.
- Promoted safety awareness and provided nutrition and hydration guidelines for physical fitness and well-being.
- Supervised and provided guidance for coaches and junior coaches.
- Provided weekly coach report to program director and tracked participant progress and attendance.
- Facilitated communication between the ACHIEVE program director and parents.
- Represented ACHIEVE DC at local events and fundraisers.

October 2009 – April 2010

Pew Research Center

Washington, DC

Knowledge Management Specialist

- Served as primary contact for identifying and administering new research and media relations tools and services, including managing contracts and passwords and providing troubleshooting and training.

- Maintained key relationships, partnered with Research and Records staff at The Pew Charitable Trusts, and cultivated relationships with outside libraries to support the Center's academic research needs.
- Provided reference services for research staff.
- Assisted in building content licensing and syndication partnerships.
- Organized trainings related to research skills and tools through coordination with staff and outside trainers.
- Managed content feeds to syndication partners and provided troubleshooting assistance as needed.
- Participated in a work group to develop and manage a proprietary taxonomy, ensuring compatibility with the Center's multiple websites, and a plan for content management system migration.
- Created metadata standards to improve web search results and search engine optimization.
- Worked with various departments to develop a disaster preparedness plan for knowledge assets.
- Explored options for a digital asset management system and facilitated the implementation process.
- Assisted in the aggregation and dissemination of press clips.
- Developed and maintained a system for archiving and securing internal documents.
- Ensured that publications were appropriately archived through coordination with other central administrative staffers on document retention requirements.

October 2007 – October 2009

National Endowment for Democracy (NED)

Washington, DC

Senior Electronic Resources Librarian, Democracy Resource Center

- Coordinated the selection and acquisition of Inmagic's Genie integrated library system and Presto social library software, and managed the migration from Inmagic's DBTextworks database system to the new software.
- Supervised all knowledge management initiatives and assisted in the organization and implementation of a new staff intranet.
- Promoted library services and other NED activities through online social networking and media.
- Managed content for the Democracy Resource Center and Washington International Librarian's Group (WILG) website.
- Provided guidance and instruction for staff, fellows, and outside groups on using electronic, library, and Web 2.0 resources.
- Planned, organized, and conducted technology and research training for the NED staff, Reagan-Fascell fellows, and participants of the World Movement for Democracy assembly.
- Presented social networking outreach and communication initiatives to the World Movement for Democracy's steering committee.
- Regularly issued the library's monthly e-newsletter and assisted in developing content for other e-newsletters, e-mail lists, and web sites.
- Planned and implemented a digitization initiative for online access to NED grantee and other publications.
- Maintained knowledge of the latest trends in librarianship, virtual reference environments, and new web 2.0 and social networking technology.
- Answered reference inquiries for staff, visiting fellows, core institutes, grantees, and the general public.
- Developed region and subject-specific web resources.
- Reported web statistics using Google Analytics.
- Assumed the duties of the Director of the Democracy Resource Center in his absence.

June 2007 – October 2007

Array Infotech

Greenbelt, MD

March 2007 – June 2007

Lanmark Technology, Inc.

Vienna, VA

Systems Librarian, Wirtz Labor Library – U.S. Department of Labor (Contract position)

- Served as system administrator for all library automation, including Horizon integrated library system and ArchivalWare digital library solution.
- Coordinated metadata structure with cataloging team for digital library initiative.
- Supervised digital library migration and library assistants.

- Communicated and retained relationship with software vendors.
- Maintained and expanded library website and online catalog.
- Provided reference services and instruction for library patrons.
- Served as library's IT liaison.

May 2005 – February 2007

People For the American Way

Washington, DC

Solo Librarian

- Managed and maintained book and serials collections, clippings files, online resources, library web site, and intranet search tool.
- Utilized databases and library collection to facilitate internal and external research.
- Supervised library interns and volunteers.
- Provided reference and research services to the staff and visiting public.
- Trained staff on use of library databases and resources.
- Fact-checked materials for accuracy.
- Updated factsheets and other research materials.
- Conducted news monitoring and prepared annotated news bibliography for research.
- Prepared daily press clips report and archive of press clips for communications team.
- Collected statistical data on library use.
- Maintained relationship with library database vendors.
- Researched potential vendors and copyright restrictions for library digitization project.

January 2005 – April 2005

The George Washington University

Washington, DC

• *Public Services and Technical Specialist, Eckles Library (part-time position)*

- Provided technical support and coordinated IT support for public and staff computing needs.
- Coordinated use and maintenance of library audio-visual equipment and related technologies.
- Provided reference services and research assistance to all patron groups.
- Scheduled, trained, and supervised wage hour staff involving all library processes and equipment.
- Collected library statistics, maintained statistics databases, analyzed collected data, and generated reports.
- Recommended and implemented internal operational policies to meet library service needs.
- Coordinated the receipt and processing of new materials.
- Supervised all circulating and reference stacks processing and maintenance activities.

May 2003 – December 2004

Chesterfield County Public Library

Chesterfield, VA

• *Library Outreach Associate*

- Provided outreach library services and conducted outreach programs for senior retirement communities, nursing homes, Head Start centers, and community learning centers.
- Selected materials for use by library's outreach populations.
- Served on music acquisitions committee and assisted in the expansion of library's music collections.
- Used library's Millennium software for outreach circulation processes and serials maintenance.
- Created and maintained library homebound database and outreach budget spreadsheet.

November 2001 – May 2003

Englewood Public Library

Englewood, CO

• *Library Computer Instruction Specialist*

- Provided computer instruction for public and staff.
- Supervised public services computer staff and volunteers.

- Developed written training guides for technology classes and self-instruction for patrons and staff pertaining to library catalog searching, online resources and reference databases, and Internet searching.
- Evaluated new software programs related to library functions.
- Assisted in conversion of non-MARC cataloging system to MARC format.
- Facilitated migration from text-based Dynix integrated library system to Windows-based Horizon system.
- Worked hands-on with installing, upgrading, and maintaining all of library's computer technology.
- Served as systems administrator for library's integrated library system.
- Redesigned and integrated the online public access catalog to the library's web site.
- Identified and reported computer problems and coordinated with the Information Technology Division to resolve various technology issues.

November 2000 – October 2001

Denver Public Library

Denver, CO

- *Education Program Assistant*
- Prepared library programs and outreach programs for three library branches.
- Acted as branch IT liaison by maintaining and updating staff and public computers.
- Trained staff and educated public on usage of computers.
- Tracked outreach statistics.
- Established and maintained relationships with teachers, schools, and learning centers.
- Coordinated after school and summer reading programs.
- Maintained children's library collection for programs and outreach.
- Performed general reference duties.

EDUCATION

2018-2019	FULL STACK CODING BOOT CAMP Denver, CO <i>University of Denver</i>
2003-2005	MASTER OF SCIENCE, LIBRARY SCIENCE Washington, DC <i>The Catholic University of America</i>
1995-2000	BACHELOR OF SCIENCE, MUSIC Denver, CO <i>University of Colorado at Denver</i>

ADDITIONAL EDUCATION

2011	200-HOUR YOGA TEACHER TRAINING Denver, CO <i>Shambhava School of Yoga (Whole Yoga)</i>
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ADDITIONAL EXPERIENCE

Words Beyond Bars

May 2018 – Present

- Serves on board as Community Outreach Officer.
- Co-facilitated book discussion group at Sterling Correctional Facility.
- Managed partnership with Denver Public Library.

Colorado Creative Industries Summit (Denver, CO) - ***Panel Presentation on Libraries as Creative Community***

Spaces & Partners

June 2018

- Presented on a panel that included speakers from Denver Public Library, High Plains Library District, and Pikes Peak Library District on how libraries go beyond the traditional model by serving as venues, incubators, community work spaces, equalizers, illuminators, partners, canvases, allies, enablers, and forums within the community.

Gilbane Conference (Boston, MA) - ***Panel Presentation on Collaboration Challenges: Content Sharing***

December 2009

- Served on a moderated panel that discussed the challenges involved with effective content sharing within an organization and outside the firewall.
- Shared experiences on leveraging emerging technologies to enhance content sharing, online instruction, digital preservation, and virtual communication.

Capital One University Library - ***Library Practicum***

2004 - 2005

- Facilitated migration to EOS International's Q-Series integrated library system.
- Assisted employees with corporate research and reference requests.
- Updated library circulation and reference statistics.
- Performed library orientations for staff.
- Maintained library's collection of print and electronic resources

MEMBERSHIPS

Beta Phi Mu, Library & Information Studies Honor Society

REFERENCES

Carol Foreman

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