**Jessie Marie McCloy**

4410 Cripple Creek Rd. Lincoln, NE 68516

402-617-4051 | jmm3684@gmail.com

**EDUCATION:**

**University of Missouri**, Columbia, MO

* Master of Library and Information Science
* Expected Graduation 12/2024

**University of Nebraska- Lincoln**, Lincoln, NE

* Bachelor of Arts, English, 05/2022

**Southeast Community College**, Lincoln, NE

* Associate of Arts, Academic Transfer, 12/2019

**EXPERIENCE:**

05/2023 – Present **Library Resource Specialist**, Southeast Community College, Milford, NE

* Work with TLC library catalog
* Direct students on database uses, including EBSCO and Gale resources
* Create and update library LibGuides using LibApps
* Develop and maintain library collections, from purchasing materials to cataloging to weeding
* Organizing displays based on library patrons’ interests and needs

08/2018 – 04/2023 **Library Assistant**, Southeast Community College, Lincoln, NE

* Assist and direct the public
* Provide reference service to library patrons

03/2021 – 10/2021 **Collections Assistant**, International Quilt Museum, Lincoln, NE

* Accessioned and handled materials such as quilts, ribbons, and documents, recording style, text and damage

06/2021 – 08/2021 **Special** **Collections Intern**, University of Nebraska-Lincoln, Lincoln, NE

* Researched and designed online exhibit for quick, easy access
* Utilized WordPress software and UNL archival material

08/2020 - 03/2021 **Archival** **Intern**, National Roller-Skating Museum, Lincoln, NE

* Digitalized and organized books and photographs by accession number, then uploaded to online catalog system

01/2020 - 09/2020 **Library Student Worker**, University of Nebraska-Lincoln, Lincoln, NE

* Provided customer service and directed patrons on the phone and in person
* Performed circulation duties, within the library, using Sierra and ILL

**SKILLS:**

**Software:** Microsoft Office (PowerPoint, Word, Excel); OPACs (Sierra, Mandarin, TLC);

ILL, OCLC, WordPress

**Language:** Beginning French

**Programming:** Beginning Python, Beginning JavaScript, Beginning XML/HTML