

# Katie Ediger

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## Education

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**Master of Library and Information Science** (2014)

**Dominican University**, River Forest, IL

**B.A. in Anthropology**, Museum Studies and Latin American Studies minors (2004)

**Beloit College**, Beloit, WI

## Technical Skills

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**Programming and Design:** CMS (Drupal, SharePoint, WordPress), CSS, HTML, Google Analytics, Google Apps, LMS (Canvas, Blackboard, D2L), MS Office Suite, Adobe Creative Suite, Canva

**User Experience:** contextual analysis, user testing, surveys (via Qualtrics and Survey Monkey), personas, affinity diagramming, and wireframing

## Experience

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**Northeastern Illinois University, Ronald Williams Library**, Chicago, IL (2013 – Present)

***El Centro Information Services Librarian*** (2014 – Present)

- Manages the library at NEIU's El Centro campus, interviews and hires staff, manages schedule, oversees circulation of materials, and conducts library instruction
- Chair of the Web Working Group; develops and implements user testing scripts, creates site maps, and works with Marketing department to improve site usability
- Uses Drupal regularly to edit library website content, ensuring consistency and usability
- Administrator for NEIU's LibGuides; working with Web Committee to standardize LibGuide practices across disciplines and improve usability
- Creates and maintains subject and class specific LibGuides for Anthropology, Social Work, and Geography to help students navigate library and web resources
- Manages the NEIU Ronald Williams Facebook page to promote library events and resources, and engage with the to NEIU community
- Provides reference assistance for a minimum of 9 hours a week; helps students understand and use library resources through reference desk interactions, as well as over chat
- Serves as library liaison and managed collection development for Anthropology, Computer Science, Geography, Environmental Studies, and Social Work
- Regularly attends professional conferences and workshops (such as ACRL, and the Info Lit Summit) in order to stay abreast of new technology and developments in the library field
- Spearheaded weeding project of the print reference collection; helped establish weeding criteria, developed tracking spreadsheets, and coordinated with technical services

**Northeastern Illinois University, Ronald Williams Library (cont.)**

**Faculty Assistant** (2013 – 2014)

- Provided in-person and chat reference assistance to a diverse student body
- Taught library instruction sessions to students in the College of Education and helped students find materials in the collection to support curriculum development project
- Completed a collection development project to improve the selection of Spanish language materials supporting the Bilingual/Bicultural Education degree

**Dominican University, Rebecca Crown Library, River Forest, IL (2013 – 2014)**

**Graduate Assistantship in Library Instruction**

- Created videos using Camtasia to demonstrate databases and explain research concepts
- Taught information literacy workshops to English 102 classes; graded annotated bibliography assignments and communicated with students through LMS
- Designed, marketed, and taught workshops demonstrating the presentation tool Prezi

**The Rotary Foundation, Evanston, IL (2010 – 2013)**

**Regional Grants Officer** (2013)

**Training Coordinator, Leadership and Education Department** (2012)

**Educational Programs Coordinator** (2010 – 2012)

- Promoted to positions of increasing responsibility over 3 year tenure
- Responsible for grants occurring in Latin America; communicated in Spanish and English with grant applicants from around the world to ensure that project sustainability
- As Grant Officer, responsible for over \$3 million in grant awards each year
- Supported logistics for a training meeting for ~1,000 people from over 200 countries
- Developed and implemented surveys to evaluate trainings using Qualtrics and Survey Monkey; analyzed results and shared them with Rotary Foundation Trustees
- Spearheaded the transition from hard-copy grant applications to a completely digital document submission and management system through SharePoint

**The Greater Humboldt Park Community of Wellness, Chicago, IL (2008 – 2010)**

**Bilingual Coordinator**

- Planned, implemented, and evaluated projects and initiatives of a health coalition
- Authored funded grants and assisted in the writing and editing of many proposals
- Coordinated program to prepare high school students for health careers and higher education; worked with health care providers to arrange field trips and internships

**Peace Corps Peru, Laquipampa Wildlife Reserve, Peru (2005 – 2007)**

**Community-Based Environmental Education Volunteer**

- Conducted English and computer classes in the local elementary school to increase students' future employability and digital literacy
- Developed training materials and led workshops in collaboration with local health clinic as part of a health promotion campaign to encourage healthier practices in the home
- Improved respiratory health of over 30 families by planning and implementing an ecologically sustainable stove-building project