

# **Kaitlin Chapman**

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## **Education**

- Pursuing a Master's of Library and Information Science with an expected graduation date of December 2020
- Graduated with a Bachelor of Arts as an English major with a Psychology minor from University of Nebraska-Lincoln in August 2018

## **Experience**

### **University of Missouri St. Louis: Practicum Student**

*April 2020 to present*

- Found missing open access works on professor's online profiles and added them for greater discoverability
- Collaborated with other practicum students via Microsoft Teams and Excel

### **Beatrice Public Library: Technology and Information Librarian**

*November 2018 to April 2020*

- Ran and compiled monthly statistics and annual statistics using SQL and Excel
- Spear-headed Maker Space by supervising, training staff and patrons on the equipment, and presenting for grant requests
- Researching and answering reference questions, with a focus on technology including Overdrive, Libby, and mobile devices
- Promoted from Front Desk Clerk to Technology and Information Librarian after one month

### **African Poetry Library: Volunteer**

*August 2018 to July 2019*

- Requested book donations from publishers and literary magazines
- Organized and catalog books to be distributed to African libraries

### **Prairie Schooner: Intern**

*January 2018 to May 2018*

- Read submissions for inclusion in the literary magazine
- Cataloged books for review and submissions being tracked

## **Selected Skills**

Proficient with Microsoft Office Suite and SQL and database structure and use. Desire to learn. Efficiency. Communication. Time management. Self motivation. Problem Solving.