Mary E. Anderson

**Education**

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**Bachelor of Education, Library Science 12/11**

Kutztown University, Kutztown, PA

**Honors**

Dean’s List, Magna Cum Laude, Alpha Beta Alpha- Library Science Fraternity, Chi Alpha Epsilon National Honor Society, Rose and Edward Kelly Scholarship Award, Ralph Fritz (binford) Scholarship Award, ACT 101 Book Award

**Masters Degree of Information Sciences 09/13**

Drexel University

**Professional Experience**

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**Pottstown School District- Barth Elementary School 09/13-current**

**Library Media Specialist**

* Created developmentally appropriate lesson plans for each grade that corresponded to the common core standards of Pennsylvania.
* Assisted with Parent Literacy Nights helping students and parents understand the importance of literacy development with one another.
* Integrated library lesson plans into classroom projects and lessons that corresponded to the common core standards of Pennsylvania.
* Created lessons that were instructionally appropriate to lower level learners, middle learners and higher level learners.

**Rodale Inc, Emmaus, PA 6/13-8/13**

**Internship- Corporate Library**

* Created Campus Guides to recreate the library’s webpage and made it more user friendly.
* Created Permalinks for advertising company news through EBSCO Host databases.
* Assisted employees in their everyday tasks including: archives, international magazines, campus guides and sieves.
* I was given specific projects to complete which created campus guides and search links for different departments.
* Worked with employees to develop programming that would allow Rodale to use social media tools to gain followers and to become a major player in the digital era.

**Parkland School District 1/13-6/13**

**Kernsville Elementary Library Media Specialist**

* Created developmentally appropriate lesson plans for each grade that corresponded to the school and state curriculum and standards.
* Created research projects and tools for all grades to better understand what the library could offer.
* Created lessons that fit every student’s needs: learning supports and gifted.

**Building Blocks Learning Center 3/12 – 8/13**

**Toddler Room Lead Teacher**

* Created lesson plans for toddler room of 15-24 children.
* Helped aid in the growth of 2 year olds with gross and fine motor skills.
* Was responsible for giving tours of our facility to new families.

**Clinical Experience 1: Saucon Valley High School 8/11 – 10/11**

**Student Teacher**

* Cataloged and processed books
* Prepared book carts and resource lists
* Taught several classes on different levels
* Helped with Environmental Club, Invisible Children, and Reading Team

**Clinical Experience 2: Parkway Manor Elementary School 10/11 – 12/11**

**Student Teacher**

* Cataloged and processed books
* Taught several classes on different levels from grades Kindergarten through 5th grade.
* Helped children choose new materials to read and become involved in.
* Created developmentally appropriate lesson plans for each grade that corresponded to the school’s curriculum.

**Allentown Public Library South Branch, Allentown, PA 8/06 – 9/11**

**Library Assistant/Page**

* Spent one year as a page re shelving books and helping patrons with questions.
* Checked in and out materials.
* Helped order new materials for the library.
* Was promoted to Library Assistant in 2007.
* As a Library Assistant I created weekly story times for 5 different age groups.
* Helped create the Summer Reading Club Program for 2006 through 2009.
* Lead the summer craft programs for two age groups from 2006-2009.
* Opened and closed the library.
* Chose books that could be replaced with newer editions or had outdated information.

**Kutztown University Rohrbach Library, Kutztown, PA 8/08 – 12/11**

**Student Assistant/Lead Student**

* Named a lead student which put me in charge when a supervisor was off.
* Worked Saturdays as the Supervisor in charge with 3 to 5 student assistants.
* Re shelved materials.
* Was given special projects to help the library grow.
* Opened and closed the library.
* Checked materials in and out.
* Maintained removal and addition of Audio Visual Center in the library.
* Scanned yearbooks and documents onto computers for ease of use.

**Rodale Inc, Emmaus, PA 6/11-8/11**

**Internship- Corporate Library**

* Created Campus Guides to make researching information easier for all employees.
* Answered reference questions that came through Ask A Librarian (AAL)
* Assisted employees in their everyday tasks including: archives, international magazines, cataloging, reclassifying, and sieves.
* Created sieves (abstracts) for in house use that allowed the company employees to read a few select items from any one article without having to read the entire editorial.

**Southern Lehigh Public Library, Center Valley, PA 5/09-12/09**

**Internship- Youth Services**

* Directed children’s programs for two age groups.
* Revamped activities for the summer reading club.
* Assisted the Youth Services director with programs and book purchases.
* Checked in and out materials.

**Professional Training**

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**Computer Training**

• Microsoft Office • Macintosh • Horizon • Millennium • Voyager • Lib Guides• Destiny Library Catalog

**Activities**

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**CYO volleyball coach 8/10 – present**

**St. Luke’s Hospital, Bethlehem, PA 6/04 – 8/08**

**Volunteer**

I volunteered in a fast-paced hospital pharmacy filling and delivering prescriptions throughout the hospital. While working, I assigned tasks to a group of 10 volunteers to various departments of the hospital. I filed doctor/patient files for individual doctors throughout different departments of the hospital. I spent time helping with daily activities and administrative needs f the Office of Women’s Health. At the end of my job I was awarded “Outstanding Volunteer Service” by the Volunteer Center of the Lehigh Valley.

**Allentown Central Catholic High School 8/04 – 6/08**

**Athletic Trainer**

As a trainer for the football, baseball and wrestling teams, I helped bandage wounds, and dealt with more intense injuries during games or matches. I learned several different methods of fast paced medicine during practices and events. I was named Head Trainer for the baseball and football teams for two years during high school. As head trainer I was able to fix more extensive injuries and had much more knowledge in the field. I learned medical terminology and was able to help diagnose injuries.