

Leeann Williams

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5421 West 134th Street - Overland Park, Kansas 66209

WORK EXPERIENCE

Writing Support Mentor/Editor:

University of Kansas City - Missouri (UMKC) Writing Studio | Academic Support |

- Assisted university students with college class assignments and personal projects. Carefully reviewed writing material and corrected spelling, grammar, punctuation and suggested methods to better accomplish proficiency in writing structure and mechanics.

Duration: Jan. 2015 - May 2017

Clerical Assistant -

Raytown South High School

- Performed office duties such as filing, copying, recording information, sending and receiving documents, updating and maintaining virtual paperwork, as well as placing orders for various items such as ink, toner, paper, etc. for an entire school. Troubleshooted copy machine and printer for students and staff. Ensured that requests from faculty and administration were met on time and with quality results.

Duration: Jan. 2020 - Dec. 2020

Library Assistant -

Raytown South High School

- Helped patrons/students with library databases and technology to find books and information for academic research. Meticulously organized and repaired books if damaged; placed relevant stickers and stamps on books and designed visual aspects of the library for better function and aesthetic quality. Assisted librarian as needed.

Duration: Jan. 2020 - Dec. 2020

Substitute Teaching -

Raytown C-2 School District || Blue Valley USD 229 - Shawnee Mission (SMSD)

- Taught and assisted students grades K-12, built memorable relationships with students and faculty. Performed structural management of the classroom through instruction and discipline; took attendance, explained classwork/homework, and performed normal duties of a teacher.

Duration: Aug. 2017 - Jan. 2020 Duration: Jan 2021 - Current

EDUCATION

University of Missouri - Kansas City

Bachelor of Arts - History | 2016 - 2019 |

- Department Honors

University of Missouri - Columbia (Mizzou)

Master of Library and Information Technology | 2022 - in progress |

- Member of the Black Caucus American Library Association since 2022

SKILLS SUMMARY

- Experience in **reference work**; answered student queries by conducting informal **reference interviews** and teaching students how to find information on the web.
- Experience in creating pathfinders/LibGuides. Link to pathfinder is below:
<https://lis-missouri.libguides.com/c.php?g=1280537>
- Good knowledge of **Microsoft Office**; Word, Excel, Powerpoint, Outlook, Publisher, and advanced in **typing (65 wpm)**, adept in **computers and technology** in general.
- Able to **troubleshoot** equipment such as **printers, scanners, and computers**.
- Extremely polished **customer service skills**, people skills in general, **able to work in a team** to communicate effectively and positively by being **patient, able to listen and learn, and empathetic**.
- Advanced **organization and maintenance** skills; eg: **maintained the upkeep and integrity of books** by shelving and repairing as needed, as well as using the **Dewey Decimal** system as a standardized form of organization by the ALA.
- **Managed classrooms, student records, and books**, led and developed lesson plans.
- **4+ years of experience in teaching students of all grade levels** including university students; adapted quickly to unknown circumstances and **created effective learning strategies** based on existing lesson plans and created lessons in a moment's notice.
- Able to **work at a high speed**, as well as **multitask when needed**.