



## HEIDI LIBRARIAN, MLS

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### SCHOOL LIBRARIAN / MEDIA SPECIALIST

Devoted professional with 5-years experience providing reference, support, and student services. Proven record in managing library resources encompassing automation, cataloging, inventory, and service desk administration. Proficient in using presentation tools to disseminate relevant, appropriate information through various print, technology, and media channels. Talent for coordinating with teachers, administration, and technology support to troubleshoot ongoing problems and foster a highly productive and efficient learning environment. Finely honed interpersonal and communications skills coupled with strong organizational and analytical aptitudes; fluent in written and verbal Spanish.

#### Areas of expertise include:

Presentation Tools ~ Research & Analysis ~ School Library Programs ~ Library Discipline ~ Material Selection  
Reference Tools ~ Searches ~ User Services ~ Big 6 Information Literacy Model ~ Textbook Review  
Library Management ~ Internet Research ~ Reference Management ~ Literature Advisement

### EDUCATION & CREDENTIALS

**Master of Library Science;** Major: Library & Information Science  
SOMEWHERE UNIVERSITY, Somewhere, TX, 2001, GPA 3.8

**Bachelor of Science;** Major: Elementary Education  
SOMEWHERE UNIVERSITY, Somewhere, TX, 1997, GPA 3.9

**School Library Media Specialist Certification**

### PROFESSIONAL EXPERIENCE

**ABC HIGH SCHOOL – SOMEWHERE, CO**

**9/2007 – Present**

#### Media Specialist/Librarian

Manage all facets of library collection; check out, repair, and prepare books for circulation. Oversee all technology troubleshooting within the building including computers, printers, hardware, software, telephones, and copiers. Develop and currently maintain a well-organized catalog system, ensuring easy access for students. Administrate a \$60,000 library budget, with oversight for technology integration, purchasing, text book review, and supplier relations. Collaborate with other professionals to resolve ongoing issues. Design and present information literacy lessons. Implement various technology advances such as computer technology, shared databases, and circulation systems to efficiently organize and locate materials.

- Supervised the After-School Homework Program; managed a group of 35 students in various educational activities, including reading, math, and social studies.
- Developed and organized annual "literacy appreciation month" in order to raise awareness of the library's purpose, available resources, future plans, and the rewards associated with reading.
- Devised and led the development of the library media curriculum; instituted on-line databases, increased information resource collection, and successfully aligned with curriculum development initiatives.
- Researched, analyzed, and collaborated with colleagues to implement information supporting and enhancing curriculum development by integrating information skills and technology into curriculum.
- Created a user friendly catalog system that provided easy access, thereby facilitating greater opportunities to take advantage of the library's resources.

*Continued...*

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### ~~ PROFESSIONAL EXPERIENCE CONTINUED ~~

**ABC HIGH SCHOOL – SOMEWHERE, CO**

**9/2003 – 6/2007**

#### School Librarian/Media Specialist

Provided available resources to students (K-12) and staff members; systematically developed a collection within the school; located external resources. Assisted with identifying, locating, and interpreting information for diverse individuals. Offered learning opportunities related to new technologies, use, and production of a variety of media formats. Gave instruction regarding the use of the library media center. Created and implemented lesson plans, ensuring that skills were taught in a logical sequence for students K-12. Planned the library's goals/objectives; managed circulation/cataloging of materials, audio-visual equipment and computers, and access to online resources.

- Planned and coordinated annual summer literacy programs for students; overall success of program generated an overwhelming response from students, teachers, and parents.
- Effectively used books, Internet, and current professional journals to generate effective ideas for library purchases, significantly increasing student interest and participation.
- Reviewed and purchased appropriate, student-centered library materials within allocated budget, ensuring selections were relevant to students' interests and would contribute to academic success.

### PROFESSIONAL AFFILIATIONS

Some School District Library/Media Leadership Council  
American Library Association Member  
School Library Media Specialists of Somewhere

### TECHNOLOGY INTEGRATION

Windows / Macintosh OS ~ Microsoft PowerPoint ~ Word ~ Excel ~ Moviemaker ~ Web Page Editing Software  
World Book Advanced Encyclopedia ~ Internet ~ Sagebrush InfoCentre ~ Alliance Plus ~ On-line Databases  
Podcasts ~ iMovies ~ WorldBook Online ~ Wikis ~ Video Conferencing ~ Blogs ~ Online Catalog

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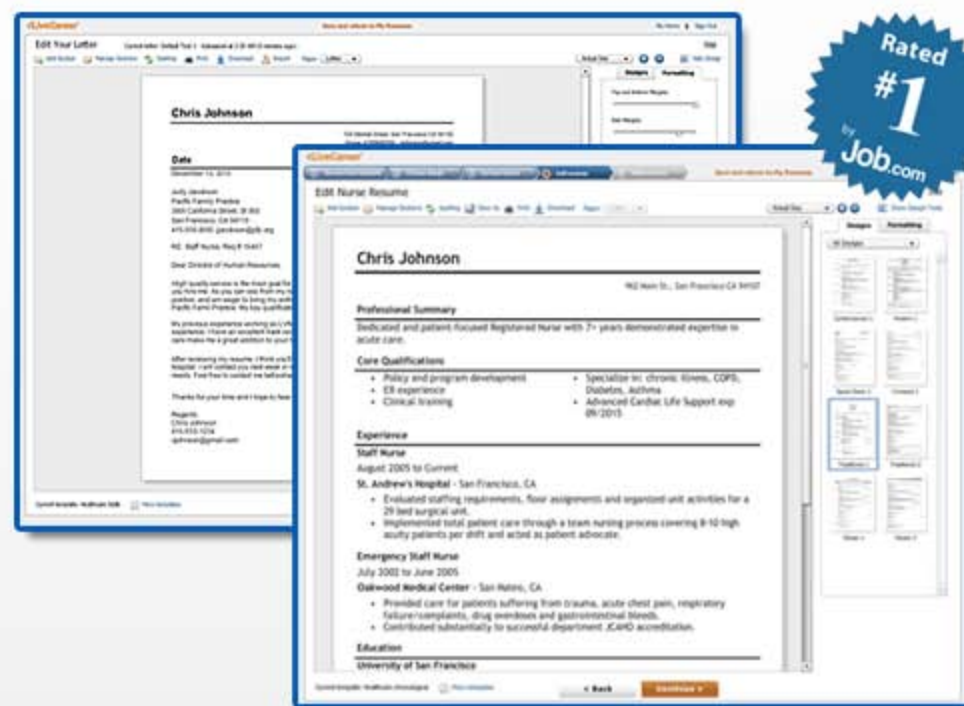
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"I was completely unaware of what companies are looking for in a resume. This product helped me word and format my professional resume and the examples were extremely useful. Overall, this is a great product. I would highly recommend these services." - A. Danihels

"This resume tool is so much better than templates - just upload or enter your resume content and you get your choice of designs. It's magical! Anyone can benefit from this tool: from students to executives!" - Belinda Yanda

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