Terri Meador Hammons

terri@terrihammons.com | 512-484-4092 | http://terri-hammons-portfolio.herokuapp.com

Summary of Qualifications

- **Experienced information professional** with deep research experience and a strong background in educational publishing, copyright permissions, and project management
- **Master's Degree in Library & Information Science** plus additional training in web development, providing a unique ability to merge information management with technical execution
- **Proven ability to communicate** with stakeholders at all levels and to explain complex research strategies and business processes
- **Sharp, tech-savvy learner** with a demonstrated history of building on existing skills and experiences and applying them to new tasks and environments

Key Competencies & Skills

Research	Team leadership	HTML, CSS, Bootstrap
Copyright	Process development	JavaScript, MySQL
Information management	Resource planning	MediaWiki, Confluence, Jive

Experience

INDEPENDENT RESEARCH/PERMISSIONS SPECIALIST
Clients: Northwest Evaluation Association (NWEA), Quad Graphics | Dec 2016-present

Independent consultant, providing editorial support services for educational publishing and assessment development:

- NWEA—Use authoritative web sources and library databases to research and verify facts and descriptive information in test items and stimuli
- Suggest revisions and edits to language and structure of passages and items as needed
- Quad Graphics—Conduct "deep dive" audits of textbooks to identify and evaluate third-party content
- Analyze permissions status for all content and populate detailed permissions spreadsheets

CONFERENCE DIRECTOR
Wilmington FRA | 2016 | Remote

Extensive Research, Writing, Content Development, and Project Management in support of end-to-end production cycle for educational conferences:

- Conducted market research into conference topics through interviews with industry representatives
- Analyzed and used research to craft structured conference agendas and session descriptions
- Recruited industry executives and thought-leaders to serve as speakers
- Composed copy for sales and marketing collateral, including conference Web pages, brochures, and email blasts. Program examples at https://frallc.com/pdf/H421.pdf and https://frallc.com/pdf/H351.pdf

MANAGER—FACT-CHECKING, PERMISSIONS, & LIBRARY SERVICES
Pearson | 2010-2016 | Remote/Austin, TX

Team Manager, accountable for an 8+ member editorial support services team:

- Supervised fact-checking and permissions licensing for more than 25 statewide student assessment programs, for upwards of 20,000 assets per year
- Assessed and recommended staffing, work processes and schedules, and trained and evaluated team members and freelance researchers
- Supported all aspects of the team's work, from gathering project requirements and writing documentation to providing first-line troubleshooting for the permissions database
- "Super searcher" for the team—Conducted in-depth research to find rightsholders using biographical sources, public records, library databases, and other online sources

RESEARCH LIBRARIAN & TEAM LEAD
Pearson | 2006-2010 | Austin, TX

Performed in-depth fact-checking research using a wide range of authoritative web sources and library databases to verify facts and descriptive information in assessment items and stimuli:

- Developed training materials for finding and evaluating information sources and led training efforts for new employees, outside vendors, and independent contractors
- Used project schedules and team calendars to prioritize work and plan staffing across multiple projects
- Series of promotions to positions of increasing responsibility, including to team lead in 2007 and Senior Research Librarian in 2010. Subsequently promoted to team manager in 2010
- Editorial Services Employee of the Year; identified as "brave, creative, strategic and smart"

Additional Experience

- **Texas State Law Library, Digital Projects Assistant**, 2018 (part-time)—Perform advanced library support work for electronic library systems and content, including public website, Koha integrated library system, Umbraco CMS, and LibGuides application
- **Texas State Library & Archives Commission, Reference Librarian,** 2002-2006—Delivered reference and research assistance to a diverse customer base. Selected for Employee of the Quarter award and identified by colleagues as "highly resourceful" and a "master multitasker"
- **Research Specialist, TManage,** 1999-2001—Created company "Information Resource Center" for sales & marketing teams at a technology start-up

Education

- **Master of Library & Information Science,** University of Texas at Austin
- **Bachelor of Arts in Sociology,** University of Texas at Austin
- **Certificate in Web Development,** The Coding Bootcamp, University of Texas (Jan-July 2017)

Professional & Personal Development

- **Member**—Special Libraries Association & AIIM (Assoc. for Information & Image Management)
- **Section Violinist**—Corpus Christi Symphony and Laredo Philharmonic