

Education:

University of Iowa Master's of Library and Information Science	Iowa City, IA Dec. 2005
University of Iowa Bachelor of Arts, History and Journalism	Iowa City, IA Dec. 1999
Kirkwood Community College Associate of Arts	Cedar Rapids, IA Aug. 1996
Kirkwood Community College Diploma Medical Assistant Program	Cedar Rapids, IA Dec. 1983

Work Experience:

Clarke University, Dubuque, IA
Library Director

January 2008-Present.

Plan and implement library programs and services, develop and promote library outreach programs, develop and maintain library policy, oversee all aspects of collection development and weeding, hire and train all library staff, prepare budget proposals, oversee and administer library budget, control library expenditures, analyze academic needs and access requests for library resources, provide public relations services for the library, plan and conduct staff meetings, act as system administrator for all library systems, build library tutorials, oversee supervision of all library staff including work-study students and university archivist, assist students, faculty, and staff in using library resources, conduct tours and library instruction, operates as interim institutional archivist, manages all aspects of interlibrary loan, and participates in community and professional meetings as well as serve on committees.

Clarke University, Dubuque, IA.
Reference and Information Literacy Librarian

August 2007-Dec.2008.

Assisted patrons in locating and obtaining research materials, worked with faculty in developing information literacy assignments, maintained the library web page, implemented Clarke's information literacy program, assisted and provided input for the college's first year "Smart Start" and Time Saver Programs coordinated and conducted weeding projects of books and microfilm, and maintained electronic databases, and assisted with eliminating duplicated materials in different formats.

Aims Community College, Greeley, CO.
Instruction/Public Services Librarian

June 2006-July 2007.

Conducted bibliographic instruction, provided virtual and in-person reference services as well as research assistance to people in different learning environments, maintained the library web page, processed and maintained electronic and hard copy course reserves, engaged in collection development for Allied Health, Welding, Auto Tech., E.M.S., Fire Science, and Communication Departments, acted as Library Liaison to these departments and its faculty members, assisted with maintaining the library budget, worked at the Circulation Desk, served as contact person for problems with catalog and circulation software, assisted with technical service issues, developed and updated subject guides, developed online library tutorials, and

engaged in special projects such as Library Technician Program Committee Survey, library renovation project, and massive weeding of Reference and Circulating Collections.

Kirkwood Community College, Iowa City, IA. Aug. 2000-May 2006.
Circulation Director/Audio-Visual Coordinator, Iowa City Campus Branch

Managed all aspects of the circulation desk, filled in at the reference desk, supervised part-time employees and work-study students, assisted patrons in locating and obtaining research materials, coordinated interlibrary loan, assisted with information literacy training, cataloged and maintained all course reserve materials, conducted and maintained the inventory on all materials, and participated in collection development. In addition to these duties, I coordinated all audio-visual training, maintenance, repair, and purchasing of A/V equipment for the Iowa City Campus.

Professional Memberships:

American Library Association (ALA)
Iowa Library Association (ILA)
Dubuque Area Library and Information Consortium (DALINC)
Iowa Private Academic Library Consortium (IPAL)
Iowa Library Alliance Consortium (IaLA)
Catholic Religious Archives Consortium (CRA)

Committees and Professional Activities:

- Library Committee, Clarke University, 2007-Present.
- Staff Executive Committee, Clarke University, 2014-2016
- Strategic Planning Committee, Clarke University, 2015-2016.
- Catholic Identity Committee, Clarke University 2012- 2014
- Presenter at Midwestern Interlibrary Loan Conference, 2013.
- President, DALINC, June 2010-June 2011
- Vice President DALINC, June 2009-June 2010.
- Speaker at Midwest Interlibrary Loan Conference, April, 2010.
- Speaker and panel discussion on The READ Scale at Association of Research Library's Library Assessment Conference, Seattle, WA, Aug. 2008
- Speaker on Panel at ILA Library Conference, "Transitioning from Library Staff to Administration", Spring 2008
- State Library of Iowa Open Source Library Catalog Task Force 2008-2009.
- Staff Policy and Benefits Committee, Clarke University, 2007-2009, 2014-2016.
- Hiring Committee, Aims College, 2006-2007.
- Aims Community College Library Technician Program Committee, 2006-2007.
- Mentor, Kirkwood's mentoring program for new employees, 2005-2006.
- Kirkwood Employee Recognition Committee, 2003-2006.
- Kirkwood student GLBTU organization, 2004-2006.
- Iowa Library Association Community College Librarian's Roundtable, 2004-2006.
- Kirkwood Student Life Committee, 2003-2004.
- Kirkwood Employee Advocate, 2001-2003.