

EXPERIENCE

Electronic Resources and Acquisitions Librarian, Xavier University

June 2024–present

- Manage all aspects of library acquisitions, including ordering, licensing, receiving, payment, and record keeping of library materials.
- Oversee the fiscal management of library acquisitions through managing the materials budget, processing invoices, and conducting budget reconciliations.
- Procure electronic resources; collaborate for effective maintenance and authentication protocols.

Patron Experience Specialist, Kenton County Public Library

December 2022–June 2024

- Oversee collection management for the Erlanger Branch; organize, maintain, and deselect Erlanger Branch materials
- Collaborate with acquisitions librarians and staff across the library system on collection initiatives, weeding guidelines, and promotion of services
- Supervise shelvers and Patron Experience staff, including hiring, directing, training, and evaluating
- Actively participate on the branch management team to handle patron concerns and serve as a resource to staff members

Public Services Supervisor, Kenton County Public Library

May 2021–December 2022

- Supervised Public Services staff, including hiring, directing, and evaluating
- Assisted the Public Services team through efficient scheduling and creative problem solving while ensuring an effective and systematic approach to services
- Organized and implemented training of new staff
- Handled patron issues, complaints, and problems cordially and effectively

Library Associate II/Scheduler, Kenton County Public Library

January 2020–April 2021

- Performed all duties of a Full-Time Library Associate
- Created monthly and daily schedules to accommodate desk coverage, program requirements, training, and staff vacation requests
- Collaborated with staff to design and present training initiatives for staff

Library Associate (full-time), Kenton County Public Library

January 2019–January 2020

- Performed all duties of a Part-Time Library Associate
 - Trained new staff and served as Staff-in-Charge for branch; aided and advised part-time staff
 - Oversaw claims return procedures, missing pieces protocol, and problem items
 - Reviewed and revised KCPL policy and procedures manuals
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EXPERIENCE (CONTINUED)

Library Associate (part-time), Kenton County Public Library

November 2017–December 2018

- Provided library patrons with information regarding accounts, programs, and procedures; referred patrons to a supervisor or librarian when necessary
- Used Evergreen ILS to circulate materials, process holds, and collect fines
- Performed clerical duties such as organizing library materials, processing data and statistics, and answering telephone calls

Senior Library Services Assistant, Information and Reference Department, Cincinnati and Hamilton County Public Library

May 2018–January 2019

- Answered reference questions and aided patrons with databases and resources
- Conducted research in historic newspapers and serials by using microfilm, digital, and bound copies of resources
- Used library catalog to locate library material, place holds, and circulate items

Shelver, Information and Reference Department, Cincinnati and Hamilton County Public Library

September 2017–May 2018

- Sorted and shelved books accurately according to Dewey Decimal Classification
- Organized and maintained orderliness of the Art and Music stacks
- Provided information to library patrons

Latin Teacher, Cicero Preparatory Academy | Scottsdale, AZ

July 2016–June 2017

- Created lesson plans and taught four sections of Latin III to eighth grade students
- Collaborated with a team to ensure a constructive learning environment
- Wrote evaluations regarding the academic and character development of students

EDUCATION

Master's of Library and Information Science

Kent State University
May 2024

Bachelor of Arts in Classics (Latin Focus)

Hillsdale College
2016
Corona Classica Award for
Outstanding Senior in Classics (2016)
