EDUCATION

A.B. English, University of Georgia 2014

A.B. Religion, University of Georgia 2014

EXPERIENCE

**Public Services and Reserves Coordinator**

Athens, Ga: November 2015-Present

In my current position, I am responsible for planning and organizing the workflow of the Circulation and Reserve Desks. This involves interpreting library circulation and reserves policy and determining the procedures to be used in handling problems related to circulation and reserves. Furthermore, I oversee the staff and duties of the Circulation and Reserves Unit. I hire, train, supervise and evaluate four full-time staff who assist with processing course reserves and providing quality desk coverage at the Public Service Desk. In addition to intra-library functions, I coordinate with several other UGA departments and offices, including the Center for Teaching and Learning and the Provost office, in order to further the goals of the UGA Libraries’ Access Services department. I also correspond with faculty and instructors regarding course reserves procedures, policies, and problems. I frequently work with students to ensure timely and convenient access to physical and digital library materials.

**Circulation and Reserves Assistant, UGA Main Library**

Athens, Ga: May 2015-November 2015

I assisted in the UGA Main Library’s efforts to make materials and information easily accessible to all the library’s patrons. This work was primarily split between the circulation of physical materials and the creation and maintenance of material reserves for university classes. I helped library patrons check-in and -out books and other library lending items. I also processed items that have been discharged from patrons and prepare them to be reshelved, repaired, or stored. Furthermore, I set up the circulation and reserve desks each morning. Beyond my circulation responsibilities, I worked with the rest of the Circulation and Reserves Unit to efficiently create and organize collections of reserve materials as requested by university professors. These reserves are both physical and electronic. In the process of establishing these lists, I frequently communicated with professors and instructors. In addition to these two primary responsibilities, I frequently assisted with a variety of other library tasks such as locating requested items and maintaining library records.

**Tutor, Writing Center, UGA Athletic Association**

Athens, Ga: August 2014-May 2015

In this position, I primarily conducted tutorial sessions with individual students. These sessions consisted of reading comprehension analysis, essay planning and outlining, and editing and revision. In order to effectively complete these tutorials, I kept track of educational progress for all of my students. This allowed me to plan and execute beneficial sessions. After each session, I completed a detailed report of developments during said session and student progress in class. Outside of these tutorial sessions, I maintained regular communication with several academic counselors and other educational support staff. This communication allowed my coworkers and I to administer a consistent education support for our students.

**Subject Area Tutor, Religion, UGA Athletic Association**

Athens, Ga: May 2013-December 2013

While tutoring religious studies, I administered study sessions for individuals and small groups. To do so, I created and executed study curriculum tailored specifically to each student. During these sessions, I monitored and appraised student understanding and knowledge. I then used this information to retool my tutorial strategies. In order to ensure unified educational efforts, I also filed detailed reports on each session and my students’ progress with the students’ counselors and other academic support staff.

**Student Manager, UGA Food Services- Bulldog Cafe**

Athens, Ga: August 2012-May 2013

As student manager of the Bulldog Cafe, I managed a staff of approximately 35 student workers and three student supervisors. I organized employee assignments while maintaining food preparation levels and quality standards. This involved coordinating employee schedules and placements to ensure that production quotas were met in a manner that was consistent with health code stipulations. I accomplished much of this by directly overseeing three student supervisors. I assisted in the interviewing and hiring process for these supervisors and then immediately directed their training. I also orchestrated performance evaluations for all student employees and delivered evaluations for the student supervisors.

**Section Leader, Glisson Camp and Retreat Center**

Dahlonega, Ga: May 2012-August 2012

As a section leader at Camp Glisson, my primary responsibility was supervising ten to fifteen counselors each week of a twelve-week season. I was played an integral part in training the camp staff at the beginning of the season and worked closely with the counselors assigned to me to develop their specific skill sets and talents. On a weekly basis, I coordinated my employee’s schedules and work placements. I also planned and executed large group events serving 50 to 100 campers and counselors. Finally, I was on-call at all times of day or night to handle any unforeseen issues, such as camper injuries. Working as a section leader furthered developed my supervisory skills and my ability to coordinate and complete a wide range of responsibilities.

**Counselor, Glisson Camp and Retreat Center**

Dahlonega, Ga: May 2011- August 2011

In this position, I was immediately responsible for the care and direction of 10-12 campers each week of a 10-week season. My responsibilities as a counselor included ensuring my campers’ safety and comfort throughout a week-long program. Beyond caring for campers, with a co-counselor I organized a weekly schedule for my campers, developed a variety of small-group activities, and executed this program. Our programming involved a variety of outdoor games, hikes, aquatic events, arts and crafts, and an overnight camp-out. This position afforded me the opportunity to explore my affinity and capabilities for working with children and the outdoors.

ADDITIONAL SKILLS AND QUALIFICATIONS

* Extensive studies in writing, including nature writing
* UGA LGBT Resource Center Safe Space Training
* Project WILD Certified
* Project WET Certified

VOLUNTEER WORK

* “Buddy” at Extra Special People, Inc. Watkinsville, Ga. 2015-2017
* Program assistance for Destination Dawgs at UGA, 2016-2017