

TIFFANY NEWTON, MLS

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Summary

- 7+ years various library experience
- Independent and able to complete projects in a timely manner
- Extensive computer and internet research skills
- Grant writing skills

PROFESSIONAL PROFILE

Instruction Experience

- Coordinating with Composition instructors to assess student needs and provide information literacy sessions in academic libraries
- Creating supplemental materials such as worksheets to reinforce instruction
- Creating, publishing, and maintaining LibGuides in order to provide students with more resources for research in academic libraries
- Using Blackboard 9 to assist with instruction
- Assisting undergraduate students with understanding concepts from core classes, both in one-on-one sessions and small group sessions
- Assisting professors with research, assignment creation, course preparation, and grading

Customer Service

- Providing reference assistance in person, by phone, and online via email and chat
- Performing reader's advisory and locating materials for patrons
- Checking-in and Checking-out library materials with many ILS including: Innovative Millennium, Sirsi Dynix, OCLC's Worldshare Management System, and TLC's Library.Solution
- Processing fines, creating new patron accounts
- Creating customer service guidelines to help train

Programming & Outreach

- Performing outreach through social media networks
- Creating flyers, posters, web graphics, and other publicity materials
- Planning, organizing, and implementing events in the library such as game nights
- Writing blog posts to attract new visitors to the site and to increase awareness of the library's resources and services
- Creating book and bulletin board displays

Technical Services & Skills

- Assisting in processing new books (i.e., labeling, covering, etc.)
- Migrating records from Millennium ILS to OCLC's World Share Knowledge Base
- Electronic Resource Configuration and Database Management using OCLC
- Redesigning webpages using Java Script, CSS, and HTML
- Cleaning up MARC records, assuring uniformity across all records
- Using Wordpress, Wix, Weebly, Webs, and other online website building creators
- Managing Web sites including developing, updating, and maintaining content

Supervision

- Supervising, and training undergraduate student workers on the weekends and evenings at an academic library
- Supervising, training, evaluating, and terminating volunteers for I Need a Library Job (INALJ)

PROFESSIONAL DEVELOPMENT

- **Kansas Library Association Presentation;** October 2012
 - GTA = Great Teaching Adventure: Graduate Teaching Assistants in the Library Instruction Game
- **INALJ.com blog posts:** <http://inalj.com/?s=tiffany+newton> March 2013-Present
- Missouri Library Association Member 2012 - Present
- Friends of the Emporia Public Library Member 2012-Present
- Empowered Students for University Libraries and Archives (ESULA) Aug. 2011- Aug. 2013
 - **Co-President;** May 2012- August 2013

RELATED EXPERIENCE

INALJ Missouri Head Editor and Blogger (<i>Volunteer</i>) I Need A Library Job (INALJ.com)	January 2013- Present
Independent Teaching/Research Assistant Emporia, KS	June 2013-Present
E-Resources Practicum Student Emporia State University; Emporia, KS	May 2013-July 2013
Graduate Teaching Assistant Emporia State University; Emporia, KS	Aug. 2011 – June 2013
Library Volunteer Messiah Lutheran Church; Emporia, KS	May 2012 – Dec. 2012
Tutor Tiffany's Tutoring @ Drury University; Cabool, MO	Aug. 2008 – June 2011
Substitute Teacher Mountain Grove, MO Schools, Houston, MO Schools, Cabool, MO Schools	Fall 2008 – May 2011
Library and Technology Volunteer Cabool Second Baptist Church ; Cabool, MO	Nov. 2008 – June 2011
Library Circulation Aide West Plains Public Library; West Plains, MO	Aug. 2006 – June 2008
Library Assistant Cabool High School Library; Cabool, MO	August 2005-May 2006

EDUCATION

Masters of Library and Information Science; GPA: 3.92 Emporia State University; Emporia, KS	August 2013
Bachelors of Science in Organizational Leadership & Management Drury University; Springfield, MO; <i>Magna Cum Laude</i>	May 2011
Associate of Arts in General Studies Missouri State University; West Plains, MO	August 2008

REFERENCES

- Earl Givens, Jr.** egivens@emporia.edu **(620) 341-5032**
Emporia State University ; Digital and e-Resources Librarian – William Allen White Library
Mr. Givens was my Practicum Supervisor from May 2013-July 2013. I have worked with him since August 2011 at White Library. He is familiar with my technology skills, including records migration and OCLC's Worldshare Management System.
- Keith Rocci** keith.rocci@washburn.edu **(785) 670-1490**
Washburn University; First Year Experience Librarian – Mabee Library
Emporia State University; Adjunct Instructor – School of Library and Information Management
Mr. Rocci was one of my instructors. He is familiar with my teaching style, as well as my theory base behind reference work.
- Steve Hanschu** shanschu@emporia.edu **(620) 341-5057**
Emporia State University; Reference Librarian – William Allen White Library
Mr. Hanschu was one of my supervisors for about a year. He is familiar with my ability to help patrons of all ages, and my creativity in my bulletin board and book displays.
- Cameron Tuai** ctuai@emporia.edu **(620) 341-5203**
Emporia State University; Assistant Professor- School of Library and Information Science
Dr. Tuai was a professor. He is familiar with my organizing and strategic planning abilities.
- Dale Monobe** dmonobe@emporia.edu **(801) 917-0032**
Emporia State University; Instructor – School of Library and Information Science
Dr. Monobe was a professor of mine, as well as the faculty supervisor of ESULA. I have also helped him as a teaching assistant for several semesters.
- Sherry Russell; Library Director & Stacey Cook; Head of Circulation** **(417) 256-4775**
West Plains Public Library
Both of these women are familiar with my public library experience, as well as the creative window displays that I created while working with them at the West Plains Public Library.
- Alan Barus** abarus@mobicorp.com **(512) 470-9758**
Mr. Barus a personal reference and is the Director of Development at Mobi. I have known him since June 2011.
- Kelly Wardle** wardlek@wspgs.com **(417)-962-5845**
Mrs. Wardle was one of my tutoring clients from 2008-2011. I helped her through several college math classes. With my help, she has since went on to get her Bachelor Degree, and is currently a first grade teaching at Willow Springs Elementary. Being a personal instead of professional reference, Kelly is more familiar with my personality, and my ability to help in one-on-one situations.