

## **EDUCATION**

### **DePaul University College of Liberal Arts**

Spring 2023

B.A. in Writing, Rhetoric and Discourse

Minor in Communications

### **Dominican University School of Information Studies**

M.A in Library and Information Sciences

Certificate in Youth Services

### **Graduation Date**

Aug. 2025

## **PROFESSIONAL EXPERIENCE**

### **Teen and Adult Services Librarian**

Elk Grove Village Public Library

Jun. 2025-Present

- Leads the brand-new teen services program.
- Plans and executes teen programming such as self-defense seminars, crafting, social clubs, finals nights, and others.
- Crafts and curate's teen resource pages full of social and educational materials.
- Partners with the local high school to best serve teen patrons.
- Purchases for various selections within the library including YA, Non-fiction, and Graphic Novels, and Sheet Music.
- Utilizes various databases such as Communico, Polaris, Baker & Taylor, and others.

### **Adult Services Assistant II**

Jun. 2024 – Present

Indian Trails Public Library District

- Promoted from Adult Services Assistant I.
- Performs reference duties and general technology and inquiry assistance to adult patrons, as well as research and program requests. Completes technology one-on-one appointments with patrons.
- Works as part of both the Genealogy and ESL library teams to provide scheduling, communication, and program planning assistance. Helps write Genealogy newsletters for patrons and assists with Genealogy appointments.
- Helps plan and execute the libraries Movie Matinee programming including selecting films, purchasing items, entering program details and attendance into Communico, as well as sending out post program surveys and collecting the data for reports.
- Handles the purchasing, re-stocking, and tracking of patron materials such as pens, highlighters, envelopes, etc. Took the initiative to add four additional materials (binder clips, red pens, folders, and tabletop whiteboard kits) to our supplies for patrons.
- Utilizes Polaris, Communico, OPAC systems, and Titlewave as well as all Microsoft and Google Suites.

### **Grant Writer**

Jun. 2023 – Nov. 2023

*Jewish United Fund of Metropolitan Chicago*

- Developed and submitted grant reports, renewals, and applications.
- Communicated between various departments to gather information for projects.
- Managed a tight schedule of deadlines, foundation meetings, and informational seminars.
- Navigated strict grant portals while working to become broadly knowledgeable about every facet of the Organization.