

EDUCATION

2017-2018 **Master of Arts, Information & Library Science**
University of South Florida, Tampa, FL

2006-2010 **Bachelor of Arts; English**
Florida State University, Tallahassee, FL

LIBRARY EXPERIENCE

Nelson Poynter Memorial Library, USFSP, St. Petersburg, FL

Library Assistant, Research and Instruction Department: February 2017 – Present

- Provide in-person and online chat reference and research assistance
- Teach library research classes and workshops
 - Classes: English Composition I, English Composition II
 - Workshop: Fake News and Evaluating Media Sources
- Create online instructional resources, such as library guides, instructional videos, and online information literacy tutorial
- Manage the NPML's YouTube Channel - <https://goo.gl/a7PWue>
- Assist with library programs and displays
 - Pop Culture Themed Monthly Trivia Nights at the Library
 - Black History Month Bingo
 - Comic HERstory
- Create library marketing materials such as flyers, posters, signs, etc.
- Copy-catalog library materials using OCLC
- Assist with weeding library collections
 - Print reference, marine science print periodicals, media collection
- Assisted with library assessments including: Faculty and student communication practices

Barbara S. Ponce Public Library of Pinellas Park, Pinellas Park, FL

Library Assistant, Circulation Department: October 2016 – February 2017

- Performed circulation desk procedures
- Processed, withdrew, repaired, or reconditioned library materials.
- Assisted with library programs and displays.

OTHER PROFESSIONAL EXPERIENCE

Southeastern Guide Dogs, Palmetto, FL

Executive Assistant to the CEO: April 2015 – October 2016

- Represented the CEO internally and externally and acted as the liaison between the CEO, Board of Directors, employees, individuals, and organizations outside of the company.
- Updated and maintained DonorPerfect company database and GuideStar website.
- Managed the CEO's office, organized his meetings, took meeting minutes, wrote reports, and prepared correspondences.

United Airlines, Washington DC and Houston, TX – In Flight Services

International Service Manager: April 2012 – April 2015

- Prepared reports showing departures and destination, ticket numbers, meal and beverage inventories, the conditions of cabin equipment, and problems encountered by passengers.
- Determined special assistance needs of passengers such as small children, the elderly, or disabled persons and administered first aid to passengers in distress
- Demonstrated safety and emergency procedures as well as directed and assisted passengers in the event of an emergency

Office of Alumni Affairs, Florida State University, College of Law, Tallahassee, FL

Office Assistant: August 2010 – April 2012

- Maintained records of Alumni, edited and reviewed major mailings.
- Processed & documented Alumni checks and processed pledges received.
- Assisted with event planning: staffing; creating and maintaining RSVP lists, designing and printing name tags; calling invited Alumni, and organizing and printing all event materials of Alumni Receptions. Set up bi-annual Phonathon, coordinated Homecoming tailgate and reception as well as set up Board of Visitors weekend.
- Created itineraries for VP of Development's business trips

Reading and Writing Center, Florida State University, Tallahassee, FL

Student Instructor: September 2009 – May 2010

- Gave individualized tutoring in reading and writing.
- Helped students at any stage of their writing or reading: from getting ideas, to building vocabulary, to writing and revising.

SCHOLARSHIPS & AWARDS:

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| 2018 | FLA Minority Scholarship Recipient |
| 2018 | Inducted into the Honor Society of Phi Kappa Phi |
| 2017 | FACRL Scholarship Winner |

INSTRUCTIONAL RESOURCES

Online library guides:

- Fake News, Propaganda, and Information Literacy, lib.usfsp.edu/FakeNews
- The Living Library at USFSP, lib.usfsp.edu/LivingLibrary
- Writing Tips, lib.usfsp.edu/WritingTips

Two-Minute Video Tutorial: Fake News: Evaluating Media Sources &

Interactive Library Tutorial with 10 point Quiz: Fake News: Evaluating Media Sources

- <https://goo.gl/4NhbpY>

CONFERENCE PRESENTATIONS:

Flores, A (2018). *Instructional Librarianship: When Hero Support Isn't Enough*. Florida Library Association Annual Conference, Orlando.

Flores, A., Crampsie, C., Griffin, A. J., Wos, C., (2018). *Superhero Strategies for Library Programs*. Florida Library Association Annual Conference, Orlando.

SERVICE:

Nelson Poynter Memorial Library, USFSP

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| Present-2017 | Communication Committee. |
| | Diversity & Inclusion Committee. |
| | Events & Displays Committee. |
| 2017 | Science Librarian Search Advisory Committee. |

University of South Florida St. Petersburg

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| 2018 | Safe Zone Ally Facilitator. Office of Multicultural Affairs, USFSP |
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Professional Service

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| 2018-2019 | FACRL Marketing and Communications Committee |
| 2017-2018 | ALA Student President, USF Student Organizations of Library and Information Science (SOLIS) |

PROFESSIONAL MEMBERSHIP:

Present-2015 American Library Association (ALA)

Association of Research and College Libraries Division (ACRL)

Present-2017 Florida Library Association (FLA)

Florida Association of College and Research Libraries (FACRL)

HASTAC (Humanities, Arts, Science, and Technology Alliance and Collaboratory)

New Members Round Table (NMRT)

TECHNICAL KNOWLEDGE:

- Microsoft Office: Word, PowerPoint, Excel, Publisher
- Google Drive Products: docs, forms, etc.
- Graphic Design Software – Adobe Photoshop and Adobe Illustrator, CANVA
- Instructional Design Software – PREZI
- Webdesign –WordPress, Basic HTML, LibGuides
- Library Management System – Aleph, MARC, OCLC
- Expert in numerous book, article, numerical, and citation management databases