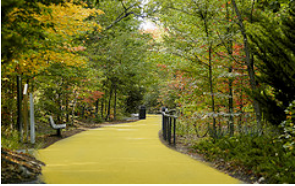


# Anita Able

5/12/2009



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<http://studentaccess.emporia.edu/~aable/SLIM.html>

## OBJECTIVES

To increase awareness of the information needs of traditionally under-served communities and develop new and creative ways to facilitate access and utilization of resources in all formats.

## EDUCATION

**Emporia State University**

May 2009

Master of Library Science

GPA: 4.0

Robert J. Grover Scholarship recipient, Spring 2009

**University of Missouri-Columbia**

Bachelor of Science-Accountancy

## EXPERIENCE

Library Assistant II (Media Library) | **Shawnee Mission School District**

September 2008 - Present

- Perform all functions associated with day-to-day operation of the library, including: collection development, acquisition, cataloging, circulation, reference, marketing, outreach, weeding, and copyright issues
- Serve as a resource for district librarians and teachers, by performing online database searches for resources

- Develop and maintain Media Library website
- Develop and maintain a curriculum-based website to organize all district media resources (physical and electronic) by topic and instructional level.
- Collaborate with resource specialists and technical staff in the creation of online resource tools (website and wiki)
- Facilitate usage of library by streamlining access to catalog
- Provide support for media related staff development classes
- Present and demonstrate Instructional Media Department resources and services

Library Aide | **Shawnee Mission School District**

September 2006 – September 2008

November 2004 – May 2005

- Provide assistance to librarian, teachers, and students as needed
- Process inter-library loans
- Maintain Accelerated-reader list and order tests as needed
- Maintain periodicals

Educational Aide/Paraprofessional | **Shawnee Mission School District**

November 2003 – October 2004

- Math tutoring
- Classroom coverage

Cashier | **Shawnee Mission School District**

August 2005 – September 2006

January 2000 – November 2003

- Maintain student lunch accounts
- Prepare daily deposits and reports

## **PROGRAM INVOLVEMENT(VOLUNTEER)**

### After-school Clubs

September 1996 – May 1999

- Helped develop, implement, and direct an after-school club program for primary students at John Diemer Elementary
- Recruited parents and community members to lead a variety of activities that were both entertaining and curriculum based

### Math Masters

September 1997 – May 2004

- Developed, implemented, coordinated, and provided training for a program designed to provide additional support (through parent volunteers) for elementary students struggling with math

## **PROFESSIONAL ACHIEVEMENTS**

### Media Resources Wiki

<http://smsdmedia.pbworks.com>

- tool designed to address an identified informational need of teachers and staff

### Media Library Website

<http://studentaccess.emporia.edu/~aable/smsd.html>

- website designed to provide one-stop, user-friendly access to all district-owned video/media resources

### KCPT Technology Conference Presentation, February 18, 2009

“One-Stop Shopping for Digital Resources: pulling it all together with a wiki”

- power point presentation designed to demonstrate the basics of creating and working with the wiki format and how to use this platform to create customized resource tools

### Capstone Portfolio

<http://studentaccess.emporia.edu/~aable/SLIM.html>

- portfolio of artifacts demonstrating mastery of the stated outcomes of the School of Library and Information Management (SLIM) program.

## SKILLS AND EXPERIENCE

- Microsoft Word, PowerPoint, Excel, Office 2007, Outlook
- Adobe Dreamweaver
- AS400
- Gateway booking system
- pbWiki
- PowerMediaPlus (educational online streaming database)
- Learn360 (educational online streaming database)
- PeopleSoft