

ABIGAIL BACON

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SUMMARY

Innovative and self-motivated NJ State Certified professional librarian, experienced with library programming, library skills instruction, technical support, reference, circulation, and cataloging. Exceptional technology skills and strong customer service orientation. Special skills include both creative and promotional writing and website development, emphasizing social media. Knowledge of assorted integrated library systems and web-based education platforms. Member of professional library organizations with participation in seminars on tech news, e-books, customer service, outreach programming, database usage, and circulation software.

WORK EXPERIENCE

Montclair Public Library, Montclair, NJ
Reference Librarian

September 2012 - Present

- Instruct diverse patron population with internet usage, Microsoft applications, and utilizing research databases.
- Create promotional materials for events and generate content for social media applications (Pinterest & Facebook).
- Provide orientation and follow-up assistance with eReader devices, ebook software, and BCCLS ebook catalog.
- Plan and support execution of adult programs, including author events and technology classes.
- Assist patrons with navigation of BCCLS catalog and provide Reader's Advisory services.
- Collaborate on policy and protocol for computer usage and for library resources such as quiet study and meeting rooms.

Brown Mackie College, Cincinnati, OH
Librarian

February 2010- July 2012

- Presented classes on information literacy, instructing use of databases, web resources, and citation styles.
- Developed and maintained library websites resulting in 200% increase in visits since 2010.
- Supplied technical support for library software and media devices to students and faculty.
- Created, publicized, and implemented library programs increasing student involvement and knowledge of resources.
- Provided reference assistance to students and instructors with print and digital resources.
- Advised readers on material selection and performed circulation duties.

Summit Country Day School, Cincinnati, OH
Student Intern

September 2008 - January 2009

- Compiled resources for teachers including bibliographies and print materials, aiding in curriculum development.
- Assisted with library class instruction and in helping students with library skills exercises.
- Updated non-fiction collection by weeding and replacing worn and outdated materials following library collection development policies.
- Provided students with reference services and technological support.

Public Library of Cincinnati and Hamilton County - Main Branch, Cincinnati, OH
Volunteer

Summer 2008

- Identified and labeled medal-winning and honor books, bringing collection up to date with library policy.
- Created displays for distribution to branch libraries.
- Provided readers' advisory services.

Association for Jewish Outreach Programs, Baltimore, MD
Director of Bregin Online Resource Center

September 2005 - January 2006

- Designed and maintained website for online resource center with articles and information vital for outreach professionals.
- Participated in the planning and execution of the organization's annual national conference, including arranging speakers and scheduling.

EDUCATION

Rutgers University, New Brunswick, NJ
Masters in Library and Information Science, January 2009.
ALA Accredited

Yeshiva University, New York, NY
BA in Psychology, May 2003.

ADDITIONAL SKILLS

Microsoft Office Suite, Adobe Dreamweaver, Fireworks, Flash, and Photoshop, Web 2.0 and Library 2.0 applications. Experience with varied media, software and hardware troubleshooting, and online referencing using indexes and databases.