

ABIGAIL BACON

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SUMMARY

Innovative and self-motivated director of operations for consortium of thirty-five public school libraries; experienced with library programming, information literacy instruction, technical support, reference, collection development, circulation, and cataloging. Exceptional technology skills and strong customer service orientation. Expertise in planning and conducting seminars on tech tools, e-books, research databases, and circulation software. Special skills include both creative and promotional writing and website development, emphasizing social media. Knowledge of integrated library systems and web-based education platforms.

WORK EXPERIENCE

BELS School Library Consortium, Cincinnati, OH

September 2014 – Present

Consortium Coordinator

- Coordinate all BELS professional committees and outreach initiatives and conduct bi-monthly council meetings.
- Manage development, ordering, and billing for consortium databases, magazines, newspapers, books, and supplies.
- Provide training and support to library media specialists in Integrated Library Systems and consortium services.
- Create workshops and programming for professional development in educational technology tools, Makerspaces, library advocacy, website development, research databases, inter-library loan etc.
- Plan budget, manage payroll, reduce spending, and attend to all financial responsibilities for consortium.

Montclair Public Library, Montclair, NJ

September 2012 – September 2015

Reference Librarian

- Instructed diverse patron population with internet usage, Microsoft applications, and utilization of research databases.
- Created promotional materials for events and generated content for social media applications.
- Provided orientation and follow-up assistance with eReader devices, ebook software, and BCCLS ebook catalog.
- Planned and supported execution of adult programs, including author events, technology classes, and summer reading.
- Assisted patrons with navigation of BCCLS catalog and provided Reader's Advisory services.

Hillel Academy, Passaic, NJ

September 2012 – September 2014

School Librarian

- Taught literacy skills to students and developed educational activities.
- Collaborated with teachers to purchase relevant teaching and recreational reading materials.
- Directed fundraising initiatives for library funds with a 100% increase in contributions.
- Converted library to digital circulation system, including facility reorganization and overhaul of outdated collection.

Brown Mackie College, Cincinnati, OH

February 2010 - July 2012

Librarian

- Presented classes on information literacy, instructing use of databases, web resources, and citation styles.
- Developed and maintained library websites resulting in a 200% increase in visits over two years.
- 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

September 2008 - January 2009

Graduate Intern

- Compiled resources for teachers including webliographies 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.

EDUCATION

Rutgers University, New Brunswick, NJ

Masters in Library and Information Science, January 2009

Yeshiva University, New York, NY

BA in Psychology, May 2003

ADDITIONAL SKILLS

Microsoft Office Suite, Google Tools, QuickBooks

Experienced with diverse media, software troubleshooting, and online referencing using indexes and databases.