

Elizabeth Kelly

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Conscientious professional with over 5 years of experience in public libraries. Currently enrolled in graduate studies for MLIS degree. Organized, ambitious, and eager to contribute to innovation in the field of library science.

EDUCATION

RUTGERS UNIVERSITY

B. A. in Psychology 2015, Minor in Education

New Brunswick, NJ

UNIVERSITY OF ALABAMA

*Masters of Library and Information Studies
Anticipated graduation date: May 2022*

Tuscaloosa, AL

PROFESSIONAL EXPERIENCE

NEW JERSEY STATE LIBRARY TALKING BOOK AND BRAILLE CENTER

Reader's Advisor Library Associate

Trenton, NJ

February 2019- Present

- Utilize WebReads to search and circulate audiobooks, large print, and braille materials to patrons
- Answer calls and resolve all patron issues regarding equipment, book orders, assistance downloading braille and audiobooks from BARD program
- Provide both in person and virtual outreach presentations on TBBC services and provide training on BARD public library program to libraries and institutions across the state
- Offer reading suggestions and answer questions about authors and newly released titles
- Assist patrons in accessing Open Public Access Catalog and making web requests
- Online cataloging of audiobooks into the WebReads database

LONG BRANCH FREE PUBLIC LIBRARY

Staff Liaison for Friends of the Library

Long Branch, NJ

February 2017- January 2019

- Connected with members of the community interested in promoting and raising funds for the library
- Acted as library representative at monthly meetings and events for 501 (c) non-profit organization
- Composed and distributed marketing materials to promote membership and attendance at fundraising events

LONG BRANCH FREE PUBLIC LIBRARY

Career Services Assistant/ Social Media

Long Branch, NJ

September 2016 – January 2019

- Provided uniform career assistance under the NJ Department for Workforce Development.
- Assisted patrons in the Technology Center with a variety of educational services. Including: resumes, job searching, job applications, online test preparation, applying for social services, and educational research.
- Developed digital and paper publicity materials announcing library programs and services
- Designed and edited library website using Wix.com
- Prepared digital presentations for television displays within the library
- Created publicity posts and maintained library's Facebook and Instagram pages

SKILLS

- Ability to multi-task and stay organized
- Extensive experience in face to face customer service situations
- Excellent written and verbal communication
- Computer-literate with extensive software proficiency covering a wide variety of applications