

Megan D. Kickbush

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PROFILE:

Meticulous individual who enjoys meeting information needs. Excellent oral and written communication skills. Seeks an opportunity to lead an access services department in an academic library.

ACADEMIC LIBRARY EMPLOYMENT:

Head of Access Services – Xavier University, Cincinnati, OH, Aug 2019-present

Lead team of 2 support staff who oversee circulation and resource sharing

Provide research assistance to library patrons in person and virtually

Successfully lead Access Services through pandemic and transition post-pandemic

Liaison to Math, Occupational Therapy, Sports Science and Management, and Theology departments

Promote board game collection

Contribute to staff morale

Participate in campus mission activities

Interim Library Director – Bob Jones University-Greenville, SC, Jan 2017-Apr 2018

Librarian—Bob Jones University-Greenville, SC, Aug 2007-Jan 2017

Set operations budget

Order new and remove irrelevant items that support the curriculum and research at BJU

Oversee and participate in weeding project

Report on collection and staff statistics both within BJU and to outside organizations

Regularly communicate with staff via email or staff meetings in regard to daily library activities

Provide research assistance to faculty and students using a variety of print and electronic resources

Conduct evaluations of professional, nonprofessional, graduate and undergraduate library staff

Monitor overdue items for fines or replacement billing

Give workshops to students and staff members on databases and new technologies

Supervise inventory department and assist with new workflows

Subject specialist in mathematics and science

Evaluate damaged items to recommend repair, replacement, or removal

Create and improve workflows in Technical and Public Services

Manage and train student workers in Technical and Public Services

Catalog (both copy-cataloging and original cataloging) new materials purchased by the library, including books, DVDs, CDs and musical scores.

NONACADEMIC EMPLOYMENT

Underwriter I - Emery Federal Credit Union, Jan 2019-present

Member Services Representative - Emery Federal Credit Union, May 2018-Jan 2019

Approve and deny loan applications

Track insurance on items held for collateral

Provide excellent internal and external customer service

Cashier – Meijer, Inc.-Oxford, Michigan, Jan 2001-July 2007

Trained new cashiers and utility workers

Balanced cash drawers and created daily deposits in cash office

As head cashier, managed other cashiers' scheduled breaks and work responsibilities
Provided pleasant customer service interactions with customers both on a checkout lane and at the service desk

EDUCATION:

Wayne State University – Detroit, Michigan

Master of Library and Information Science, Aug 2005-Aug 2007

Certified in Microsoft PowerPoint

Bob Jones University – Greenville, SC

Bachelor of Science in Mathematics, Aug 2001-Dec 2004

Graduated cum laude

ACHIEVEMENT:

Member, College of Arts & Sciences Curriculum Committee

Chair, Search Committee for Digital Initiatives Librarian, Xavier University

Chair, Periodicals Rightsizing Project, Bob Jones University Mack Library

Vice Chair, Catalog Design Committee, Partnership Among South Carolina Libraries

Chair, New Members Round Table, South Carolina Library Association

REFERENCES:

See attached