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Instruction and Reference Librarian
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EDUCATION

- Masters of Library and Information Science, Kent State University.   2018

- Masters of Education in Curriculum and Instruction, University of Cincinnati   2003
    - Graduate Teaching Assistantship
    - Graduate Student Full Scholarship

- Bachelors of Arts in Cultural Anthropology, University of Cincinnati   1994

LIBRARY EXPERIENCE

- **Xavier University Libraries**
    - **Instruction and Reference Librarian**   2018-present
    Lead library instruction and information literacy initiatives. Develop and deliver lesson plans tailored to subject areas and courses, provide research consultations for students and faculty, create online tutorials and assess instructional outcomes. Plan Research Help services in all modalities of delivery; in person, remotely and online. Administrator for SpringShare LibApps in support of students and faculty's course and research needs. Liaison to the Writing Program Freshman English Program, the School of Education & Montessori, Leadership Studies, the Department of Counseling, The Eigel Center for Community Engaged Learning and Human Resources Office. Support Instructional Design & Technologies in course development and in faculty training as needed using multiple teaching and learning tools, resources and applications. Continuously engage with pedagogical principals in support of faculty course development and student engagement.

    - **Public Services Department Internship**   2018
    Developed proficiencies in research help services, planned & implemented information literacy & instructional initiatives, created instructional materials and research guides, such as library tutorials and subject specific course needs of faculty. Performed circulation functions, resource sharing, and assisted with digitization of collections and institutional scholarly output. Assisted with assessment of programming with the Head of User Experience and Assessment.

    - **Electronic and Continuing Resources Access Specialist**   2004-2018
    Managed print and electronic holdings of print and electronic journals using EbscoAdmin Holdings Management. Maintained local catalog and physical processing of periodicals records. Compiled statistics. Developed policies and procedures with Librarians and independently. Hired, trained, and evaluated student employees.

- **University of Cincinnati Libraries**
    - **Acquisitions/Interlibrary Loans**   1989-1997
    Responsibilities included circulation and processing of ILL materials, paying invoices, in-put acquisitions approval orders, coordinating ILL borrowing orders. Hired, trained, and evaluated student staff. Assisted with policy and procedure development.

INSTRUCTION EXPERIENCE

- **Xavier University**
  - **Adjunct Instructor, Student Success & Retention**   2015-present
  First Year Experience Core Courses
  As a part of the Undergraduate Core Curriculum, the courses orient first year students to the resources and services available to them on campus and help cultivate community among the students. Topics addressed: study strategies, academic success, time management skills, resiliency and personal values reflection.

- **University of Cincinnati**
  - **Adjunct Instructor, College of Access and Transition**   2003-2004
  Developmental English Courses
  Taught Developmental Academic English skills to prepare college students from diverse backgrounds for English courses. The primary focus was on academic research, writing and assessment of students' abilities to transition into required courses.

  - **Adjunct Instructor, Evening and Continuing Education College**   1997-1998
  Communiversity Program
  Taught English as a Second Language: Conversation and Culture. Developed and planned lessons to improve students' abilities in listening and speaking and socio-cultural skills.

  - **Adjunct Instructor, College of Education**   1996-1997
  Teaching English as a Second Language Program
  Taught pronunciation skills, conversation skills and presentation skills courses to graduate level university students. Conducted diagnostic analysis of each student's levels. Developed and planned lessons to improve students' abilities in all skill areas with an emphasis in speaking, listening, presentation and socio-pragmatic skills. Conducted final assessments of each student.

  - **Graduate Teaching Assistant, College of Education**   1995-1997
  Teaching English as a Second Language Drop In Center
  Created a tutorial center for ESL students. Trained and supervised the students in the TESL program in fulfillment of their practicum requirements. Tutored students in the ESL program in reading, writing, speaking, listening, and pronunciation. Developed activities and conducted ongoing assessments.

- **Columbus State University**
  - **Continuing and Regional Education Services**   2001-2002
  Instructor and Lead Teacher Trainer, American Language Program
  Developed courses lesson plans, selected course materials. Lead instructor who performed the training of all teachers in the program. Taught Listening, Speaking, Grammar, Writing, Reading, Presentation Skills and Vocabulary courses. Conducted assessment of each student's progress.

- **Cincilingua**
  - **English as a Second Language Instructor**   1996

Responsible for the intensive instruction of English to the school's clients. Conducted a preliminary assessment of the student's levels. Developed and planned lessons. Helped students in all four skill areas; the primary goal was to improve speaking and listening skills.

PROFESSIONAL CONTRIBUTIONS

Presentations:
- LOEX Breakout Session Presenter. *Strengthening our Roots: Cultivating Belonging in the Library Instruction Classroom through an Inclusive Pedagogy Teacher Training* Program. May, 2024.
- ALAO Innovative Instruction Showcase Presenter. *Creating Belonging in the Library Instruction Classroom through an Inclusive Pedagogy Teacher Training Program.* May, 2024.
- Library Instruction Workshop series. *Inclusive Pedagogies, Engaged Learning Techniques, Accessibility and Instructional Design.* 2023-24.
- Faculty Learning Community. *Universal Design for Learning @XU.* 2023-24.
- Teaching with Technology Series. *Library Research Guides and Embedding LibGuides into Canvas Courses.* September, 2023.
- Writing Program Spring Workshop. *Library Support for First-Year Writing.* March, 2023.
- Writing Program Summit Country Day Teachers Visit. *First Year Student Library Research Challenges.* February, 2023.
- Teaching with Technology Series. *Updated Library Research Tutorial (formerly XU Tutor), Road Through Library Research & Plagiarism Guides.* February, 2023.
- Pedagogy & Tech Boot Camp. *Updated Library Research Tutorial (formerly XU Tutor).* August, 2022.
- Faculty Learning Community. *Writer's Block: Engaging the Pedagogy of Scholarly Writing.* 2021-22.
- Teaching with Technology Series. *Course Support from the Library.* October, 2021.
- Pedagogy & Tech Boot Camp. *Accessibility Training for Canvas.* August, 2021.
- Librarians' Meeting Presentation. *Embedding LibGuide content into Canvas courses demonstrations.* February, 2021.
- Librarians' Meeting Presentation. *LibChat Screensharing demonstration.* February, 2021.
- Pedagogy & Tech Boot Camp. *Streaming Video Options within Canvas.* January, 2021.
- Librarians' Meeting Presentation. *Library Instruction Canvas Resource for Librarians and new LibAnswers Datasets for Analytics.* January, 2021.
- Faculty Committee Presentation. *English 101 Information Literacy Assessment Project.* April, 2020.
- Access Services Department. *Beginning Research Training.* February, 2020.
- Faculty Learning Community. *Ignatian Pedagogy for Online Learning.* 2019-20.
- Center for Teaching Excellence. *Teaching When You're Not There.* November, 2019.
- Teaching with Technology Series. *Library Resources Canvas Course Integration Tool.* February, 2019.
- Student Affairs Freshman Orientation *Library Explore Session Activity.* Every August.
- Residence Life Orientation. *Residence Assistant Training Resource Fair.* Every August.
- Writing Program. *Faculty Resources Orientation.* Every August.
- Commuter Services. *New Student Orientation.* Various semesters.
- Center for Diversity & Inclusion. *Smooth Transitions Student Orientation.* Every August.
- Student Success Center TRIO Program. *Student Orientation.* Every August.
- Center for Teaching Excellence. *New Faculty Orientation.* Every August.

Campus Service:
- Conducted Library Assessment of *Library Research Tutorial quiz results.* FY25.
- Conducted Library Assessment of *Graduate School Library Research Guide.* FY24.
- Conducted longitudinal study for Library Assessment of *University Library ACRL Classroom Information Literacy Instruction Research.* FY21, FY23
- Sustaining Excellence Organizational Health Workstream Initiative Owner. *Ongoing Professional Development.* Summer, 2024.
- Muskie Premiere Resource Fair. Library table representative. June, 2023.
- International Coffee Hour. Library hosting coordinator. 2023-present.
- Faculty Showcase volunteer. CLC Table representative. April, 2023.

- University Library Mini-Grant Reviewer. Fall, 2023-present
- Library Advisory Board Member. Fall, 2022-present
- University Conduct Board Member. Fall, 2022-present
- Manresa eXplore Session coordinator. *Instagram Photo Booth.* August, 2022.
- Strategic Planning Aspiration Working Group. *Advancing the Common Good.* May, 2022.
- Alternative Breaks, Service Learning Trip. *The Legacy of the Civil Rights Movement.* Selma, AL, March, 2022.
- Accessibility Training for Faculty for Canvas course co-creator. March-September 2021.
- Librarian Search Committee. Metadata & Cataloging Librarian. Fall, 2021.
- Human Resources New Employee Companion Program 2018-present
- Diversity & Inclusion Task Force member. 2017-2022.
- St. Francis Xavier Scholarship evaluator for Office of Admission. March, 2021.
- Eigel Center for Community-Engaged Learning research and course module collaborator for Anti-Racism and Reconciliation Grant. November 2020-February 2021.
- Assisted the Instructional Design & Technology department with delivering *Remote Teaching, Teaching Online* and *Instructor Online Course Development* faculty training courses. Assisted faculty with course development for in person, remote and hybrid teaching models. Assisted faculty in multiple subject disciplines with creating courses in the Canvas LMS. April, 2020-August 2020.
- COVID-19 Volunteer to call students after initial campus shut-down. April, 2020.
- Alternative Breaks, Service Learning Trip. *Seed to Table.* Austin, TX, March, 2020.
- Information Technology Division Recognition Award for "excellent research training". February, 2020.
- Create course modules for New Faculty and Adjunct training courses. July, 2019.
- Earned Province Ignatian Educator of Distinction. Spring, 2019.
- First Year Seminar Library Prize Judge. 2018-present
- Days of Solidarity & Service. Service learning volunteer. Several semesters.
- Freshman Student Orientation Volunteer. Every August.
- Commencement Ceremony volunteer. Every May.
- Center for Mission & Identity. *AFMIX* (Assuring the Future Mission and Identity of Xavier) 2011-2013.
- Marketing, Outreach and Programming Task Force. 2009-2012.
- Committee for the Status of Women at Xavier University. 2006-2009.

Professional Development:
- ALAO *Innovative Instruction Showcase.* May, 2025.
- ACRL Lightening Round webinar, *Enhancing Student Engagement in the Classroom.* 2025.
- Library 2.0 webinar, *Libraries and AI: Building a Framework for Evaluation and Integration.* 2025.
- ALA e-learning course, Online Learning from ACRL. *Increasing Engagement Using Active Learning Techniques.* Summer, 2023.
- ACRL Conference. Pittsburgh, PA. March, 2023
- OSU Online Workshop. *Information Literacy: Foundational Concepts and Teaching Strategies.* September, 2023.
- LOEX Conference. Online. May, 2022.
- Center for Teaching Excellence faculty book clubs. Each semester.
- Office of Diversity and Inclusion faculty & staff book clubs. Each year.
- LOEX Conference. May, 2021.
- ACRL Conference (Association for College & Research Libraries). April, 2019.
- OVSGTL (Ohio Valley Group of Technical Services Librarians). 2017.
- TESOL International Conference. April, 1997. Presenter.

Scholarly Peer Reviewed Publication:
- Mitchell, C. and C. Mueller. 2000. "An ESL-TESL Drop-in-Center that Works. *The Journal of the Imagination In Language Learning.* Vol.5, 94-95.

Languages:
- French   1 year intensive study at university level
- Spanish 1 year intensive study at university level; 4 years at high school level
- ASL   2 years tutoring