

ELIZABETH JOHNSON SIMMONS

(919) 414-4324 • elizjsimmons@gmail.com • elizabethjsimmons.com

EDUCATION

UNC Greensboro

Candidate for Master of Library and Information Science, Technical Services focus, expected December 2022

The University of North Carolina at Chapel Hill

Bachelor of Arts in English, 1996

FIELD EXPERIENCE

Collections Intern | June–September 2022

J. Michael Goodson Law Library, Duke University

- Analyzed collection in conjunction with development policy to make recommendations for moving materials or withdrawal
- Other projects included drafting decision memos, recommending titles for acquisition from vendor slips, and evaluating materials from approval and standing orders

Copy Cataloger | February–June 2022

University Teaching & Learning Commons, UNC Greensboro

- Performed copy cataloging for monographs using OCLC Connexion and edited bibliographic records according to established standards
- Assigned class number, Cutter, subject headings, and series statements to records

PROFESSIONAL EXPERIENCE

Library Assistant | September 2021–present

Library Page | January–August 2021

North Regional Library, Wake County Public Libraries

- Provide circulation, readers' advisory, and reference services
- Support collection maintenance through monthly relevancy and condition reviews
- Design collection displays
- Assist in the delivery of library programs

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PROFESSIONAL EXPERIENCE, CONTINUED

Web Administrator | September 2018–April 2022

Public Relations Specialist | October 2010–August 2018

Talent Identification Program, Duke University

- Developed and implemented website management procedures, including review, style, security, update, and retention policies
- Performed web usability testing to evaluate site design functionality
- Designed and managed a network of WordPress blogs for student and educator audiences
- Wrote and edited copy for print and digital marketing
- Served as interim director for Marketing and IT departments during periods of management transition

Digital Navigator | August–December 2021 (term-limited)

State Library of North Carolina

- Assessed patrons' access to technology, their current digital skill level, connectivity needs, and internet use priorities
- Provided technical support for connectivity issues and use of applications
- Instructed patrons in using personal devices
- Referred community members to digital literacy, workforce, and education programs
- Tracked community members' progress and request types

Production Coordinator | November 2005–September 2010

Talent Identification Program, Duke University

- Managed copyright and digital licensing requests
- Created marketing and communication budgets
- Analyzed and selected appropriate materials or technologies for print and web production
- Negotiated contracts with design and print vendors
- Hired and trained interns

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AFFILIATIONS

- Association of College and Research Libraries student member, 2021-2022
- Core: Leadership, Infrastructure, Futures student member, 2021-2022
- Phi Kappa Phi Honor Society, 2022
- NC Library Association student member, 2021-2022
- UNCG Library and Information Studies Student Association member, 2020-2022

TECHNICAL SKILLS

- Adobe Creative Cloud
- CSS
- Drupal
- Google Workspace
- HTML
- ILLiad
- Koha Library Software
- LibGuides
- Libib Cloud Cataloging
- Microsoft 365
- Qualtrics
- SirsiDynix Horizon
- WordPress
- WorldShare Management Services