

**Kennesaw State University**

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**From the Selected Works of Ashley T. Hoffman**

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Fall October 6, 2016

## Resume Review Workshop

Ashley T. Hoffman, *Kennesaw State University*

Christina Holm, *Kennesaw State University*

Steven H Burton, *Kennesaw State University*



Available at: [https://works.bepress.com/ashley\\_hoffman/13/](https://works.bepress.com/ashley_hoffman/13/)

# (C.V. EXAMPLE) DEWEY T. DECIMAL

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## Education

- 2015      **Master's of Science in Library and Information Science**  
Valdosta State University, Valdosta, Georgia
- Graduated with Honors
- 2007      **Bachelor's of Arts in Political Science**  
Georgia State University, Atlanta, Georgia

## Library Experience

- 2016-Present      **Distance Learning Librarian, Research and Instructional Services**  
Horace W. Sturgis Library, Kennesaw State University, Kennesaw, Georgia
- Created instructional materials, videos, tutorials, learning aids, and research guides for distance learning students, faculty, and staff using Camtasia and LibGuides.
  - Managed, updated, and administered all undergraduate research guides.
  - Provided reference services 4-8 hours a week at the Research Help Desk.
  - Taught 10-30 bibliographic instruction sessions per year both in person and virtually.
- Achievements*
- Created a pilot program of virtual library instruction for First Year Seminar classes, increasing the library's reach from 35% to 75% of all incoming first year students.
- 2015      **Supervised Fieldwork Intern in Research and Instructional Services**  
Horace W. Sturgis Library, Kennesaw State University, Kennesaw, Georgia
- Worked 120 hours in the Research and Instructional Services Department.
  - Provided reference services 2-3 hours a week at the Research Help Desk.
  - Taught several bibliographic instructions sessions both independently and as a co-teacher.
  - Created lesson plans and LibGuides for bibliographic instruction.
- 2012-2015      **Library Technical Paraprofessional II in Interlibrary Loan, Access Services**  
Horace W. Sturgis Library, Kennesaw State University, Kennesaw, Georgia
- Coordinated the consolidation of two interlibrary loan departments on different campuses.
  - Created unified policies, fine structures, and workflows for the consolidated department.
  - Implemented an intercampus book delivery program using ILLiad Document Delivery.
  - Oversaw the implementation of a shared ILLiad server to facilitate multi-campus processing.
  - Served as the library's representative for the Atlanta Regional Council for Higher Education (ARCHE) consortium for interlibrary lending and use.

## Other Experience

- 2007-2009      **Customer Service Associate**  
Kroger Grocery Store, Acworth, Georgia
- Provided quality customer service over the phone and in person
  - Processed returns and exchanges for store customers

## Licensure and Certification

2016- 2018     **International Review Board (IRB) Certification**

## Awards

2016             **George Gaumond Award**, Valdosta State University.  
Award conferred for best exemplification of academic achievement and professional service.

## Publications

Decimal, D.T. (2015). Georgia Library Association - Atlanta Emerging Librarians. *Georgia Library Quarterly*, 52(4), Article 15.

## Presentations

2015             **Branching Out: Consolidating an Interlibrary Loan Department Across Multiple Campuses with ILLiad**  
Presentation at Georgia Library Association COMO Conference

2014             **GIL Express & ILL: Odd Couple or Match Made in Heaven?**  
Presentation at GIL Users Group Meeting (GUGM) Conference

## Memberships

American Library Association (2013 – present)  
Georgia Library Association (2013 – present)

## Service

2015             **Atlanta Emerging Librarians**  
Planning Committee

- Organized and advertised professional development events, special library tours, and informal social meet-ups for new librarians and LIS students.

## Professional Development

2014             **Leading from the Middle**  
Year-long leadership workshop at Kennesaw State University.

## References

**Alfred Hitchcock**, Kennesaw State University, XXX-XXX-XXXX

**Nancy Drew**, Kroger Grocery Store, XXX-XXX-XXXX

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## Skills

Customer Service  
Reference  
Library Instruction

ILLiad  
Ex Libris Voyager  
OCLC Connexion

Microsoft Office  
Adobe Creative Suite  
Brightspace by D2L

## Library Experience

- 2016-Present    **Distance Learning Librarian, Research and Instructional Services**  
Horace W. Sturgis Library, Kennesaw State University, Kennesaw, Georgia
- Created instructional materials, videos, tutorials, learning aids, and research guides for distance learning students, faculty, and staff using Camtasia and LibGuides.
  - Provided reference and library instruction to students and faculty.
- 2015    **Supervised Fieldwork Intern in Research and Instructional Services**  
Horace W. Sturgis Library, Kennesaw State University, Kennesaw, Georgia
- 2012-2015    **Library Technical Paraprofessional in Interlibrary Loan, Access Services**  
Horace W. Sturgis Library, Kennesaw State University, Kennesaw, Georgia
- Processed interlibrary borrowing and lending requests using ILLiad and Odyssey.
  - Provided patron service at the Circulation Desk, over the telephone, and via email.

## Education

- 2015    **Master's of Science in Library and Information Science**  
Valdosta State University, Valdosta, Georgia
- 2007    **Bachelor's of Arts in Political Science**  
Georgia State University, Atlanta, Georgia

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**Alfred Hitchcock**, Kennesaw State University, XXX-XXX-XXXX

# RESUME REVIEW WORKSHOP

*GLA COMO 2016*

*Sponsored by the GLA New Members Round Table*

## RESOURCES

### **LIS Career**

Practical career development advice for new librarians and MLS students.

**URL:** <http://www.liscareer.com/>

### **Securing an Academic Librarian Position**

A quick run-down of academic librarian job posting conventions that will help you meet current professional standards.

**URL:** [http://www.ala.org/nmrt/news/footnotes/november\\_2009/securingacademiclibrarianposition\\_wasielewski](http://www.ala.org/nmrt/news/footnotes/november_2009/securingacademiclibrarianposition_wasielewski)

### **An Effective Resume that Gets Call-Backs**

An analysis of different resume structures and how to make them work for you.

**URL:** <http://ala-apa.org/newsletter/2010/04/13/an-effective-resume-that-gets-call-backs/>

### **Writing the Curriculum Vitae**

This handout provides an overview of strategies for writing an effective curriculum vita.

**URL:** <https://owl.english.purdue.edu/owl/resource/641/1/>

### **The Nextgen Librarian's Survival Guide**

Rachel Singer Gordon provides advice and tips for advancing from library school through to advance career issues.

**ISBN: 9781573872560**

### **How to Stay Afloat in the Academic Library Job Pool**

Teresa Neely provides readers with insight into the academic librarian job market.

**ISBN: 9780838910801**

## QUICK RESUME/CV CHECKLIST

- ☐ My Resume/CV is clear and concise.
- ☐ There are no spelling, grammar, or punctuation errors.
- ☐ My Resume is only 1-2 pages.
- ☐ My CV is between 2-12 pages.
- ☐ My Resume/CV presents skills and accomplishments that match the job description.
- ☐ I use action verbs to describe my accomplishments.
- ☐ There is a balance between white space and content on my Resume/CV.
- ☐ The type font is Times New Roman, Arial, Century, Helvetica, or Verdana.
- ☐ The type size is between 10 and 12 point.