

KELLIE SPARKS

11000 University Parkway, Bldg. 32 • Pensacola, Florida 32514 • ksparks@uwf.edu

EXPERIENCE

EVENING REFERENCE LIBRARIAN
University of West Florida

JULY 2013-CURRENT
Pensacola, Florida

- Provides reference and research assistance to library patrons through multiple modes of delivery and to students and faculty in the Legal Studies, Philosophy, Religion, Criminal Justice and Psychology Department
- Teaches information literacy/library instruction sessions
- Develops and maintains online tutorials and Libguides for designated subject areas
- Selection, acquisition, management, weeding, and development of library materials, in all formats, for assigned subject areas
- Collaborates with the Reference Department to maintain the Reference Desk and supervise Reference student assistants
- Coordinates UWF Libraries Social Media
- Participates in UWF Libraries Ask-A-Librarian reference chat service
- Co-chair of the Marketing and Outreach Committee
- Creates digital and print marketing materials using software such as Adobe Premiere Pro and mobile social applications such as Flipagram and VivaVideo
- Serves as Interim InterLibrary Coordinator during Summer term
- Stays abreast of library trends through active participation in ongoing professional development activities

ADJUNCT REFERENCE LIBRARIAN
Brevard Community College

MAY 2011-JULY 2013
Palm Bay, Florida

- Provides professional reference service to faculty and students
- Designed and created augmented reality library marketing materials
- Assisted in the creation of Libguide for ENC 1101 and Introduction to Psychology courses
- Received training in ALEPH library systems
- Familiar with ANGEL course management system

LIBRARIAN
Keiser University

OCT. 2010-JULY 2013
Melbourne, Florida

- Provides research and reference assistance to on-site and distance students and faculty
- Develops instructional materials and provides library instruction sessions for all Keiser University Melbourne students
- Shares responsibility for purchasing and weeding all materials in library book collection
- Initiated and maintains the Keiser University Melbourne WordPress blog

- Participates in Ask-A-Librarian reference service
- Produces a variety of library print and online marketing materials and coordinates library events for both students and faculty
- Oversees Faculty Collection Development committee to ensure ongoing liaison opportunities and relevance of library print collection
- Implemented the on-campus digital literacy workshop series
- Collaborates with Student Services Department to hold monthly job-searching workshop for on-campus students
- Represents library as member of Teaching and Learning Committee and chair of Campus Resources subcommittee
- Currently creating online portal for Campus Resources subcommittee using eCollege course management system
- Stays abreast of library trends through active participation in ongoing professional development activities
- Supervises one part-time library assistant
- Strongly promotes library and community outreach through collaborative library events with organizations such as Library Association of Brevard and Space Coast Therapy Dogs

PATRON SERVICES LIBRARIAN (TEMPORARY)
Florida Institute of Technology Evans Library

FEB. 2010-OCT. 2010
Melbourne, Florida

- Provided assistance at Service Desk for students and faculty
- Facilitated opening/closing procedures of Library
- Utilized SIRSI system while performing general circulation duties
- Participated in reference transactions as needed
- Supervised, trained, and mentored student assistants on Service Desk tasks
- Maintained book collection by shelving materials, locating lost/missing books, and providing feedback on condition of collection

LIBRARY INTERN/VOLUNTEER
Florida Institute of Technology Evans Library
Florida

AUG. 2009 -JAN. 2010
Melbourne,

- Worked under Government Information Librarian to become familiar with the mission and management of a Federal Depository Library
- Assisted Government Information Librarian in preparing offer lists of unneeded documents as part of a collection evaluation project
- Worked under Electronic Services Librarian to produce online Reference LibGuides for the Evans Library website
- Audited COM 2012 research course to improve upon research skills, to gain a better understanding of the library's print and electronic academic resources, and to observe effective teaching methods for library instruction
- Created Microsoft Powerpoint presentation and gave instruction to COM2012 students on online medical database PubMed
- Provided assistance at Service Desk for students and faculty
- Learned to use SIRSI system and Library of Congress classification system
- Assisted cataloging staff by pre-processing gift books
- Introduced to basics of copy cataloging
- Participated in professional development activities such as the ACRL conference and a variety of instructional database workshops

LEASING AGENT/SALES ASSOCIATE
Thomas Kay Realty

2005-2010
Melbourne, Florida

- Facilitated leasing of real property
- Negotiated contracts for sale and purchase
- Maintained customer service daily to ensure customer satisfaction

SUBSTITUTE TEACHER
Brevard County Public Schools

2002-2010
Viera, Florida

- Provided instruction to elementary, middle-school, and high- school students during absence of teacher

EDUCATION

FLORIDA STATE UNIVERSITY
Master of Science in Library and Information Science – 3.9 GPA

2009

FLORIDA INTERNATIONAL UNIVERSITY
Bachelor of Arts in English

2000

SUNSHINE STATE LIBRARY LEADERSHIP INSTITUTE
Graduate

2015

PRESENTATIONS

PROVIDING PERSONAL ATTENTION THROUGH THE LIBRARY
Florida Library Virtual Campus (FLVC) Regional 1 Conference

2015

WOLFRAM ALPHA
Florida Library Association, Mini-Conference

2014

AUGMENTED REALITY
Florida Institute of Technology Evans Library - Faculty and Staff
Library Association of Brevard – Professional Development Workshop

2010

USING PUBMED DATABASE
Florida Institute of Technology Evans Library – COM 2012 students

2010

MEMBERSHIPS AND SERVICE

UNIVERSITY OF WEST FLORIDA
Marketing and Outreach Committee, Co-Chair
Library Faculty Committee, Member
Collection Development Committee, Member
Head of Circulation, Search Committee, Member (2015)
ILL Information Specialist, Search Committee, Chair (2014)

2013-CURRENT

ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES

2011-CURRENT

AMERICAN LIBRARY ASSOCIATION	2010-CURRENT
LIBRARY ASSOCIATION OF BREVARD	2010-CURRENT
Past-President (2014-2015)	
President (2013-2014)	
Vice-President/President-Elect (2012-2013)	
Secretary (2011-2012)	
KEISER UNIVERSITY	2011-2013
Teaching and Learning Center Committee Member	
Campus Resources Subcommittee, Chairperson	
Cross-Functional Team Member	
Library Faculty Collection Development Committee, Chairperson	

HONORS

KEISER UNIVERSITY	2011
Library Leadership Award for creation of Melbourne campus blog	
KEISER UNIVERSITY	APRIL – JUNE 2011
Staff of the Quarter Award	