

KELLY JO WOODSIDE

E-MAIL: WOODSIDE@SIMMONS.EDU

HIGHLIGHTS

- Content expertise with career resources, best practices in career education, and employment trends
- Demonstrated success collaborating with faculty and staff across departments at Simmons
- Nearly 10 years of operations management experience, including staff supervision, budgeting, and planning
- Strong academic and service ethic, enhanced and informed by commitment to Simmons mission

EXPERIENCE

Simmons College, Boston, MA

June 2005 to present

Career Resource Librarian

- Manage operational budget and strategic planning for Career Resource Library, incorporating analysis of statistics on usage and staff productivity
- Oversee development of 1,000-piece print collection and 100+ page website with resources for career exploration and planning, job hunting, and graduate school and funding; participate on Collection Development Team
- Assist patrons with developing career search strategies, identifying appropriate resources, and using those resources most effectively
- Recruit, train, and supervise staff of 3 to 5 graduate student reference assistants
- Publish CareerNow!, the Library's first blog, which features updates on breaking career and employment news from business trade press and websites
- Develop and present workshops for patrons on resources for general job searching, career changers, career exploration, doctoral programs, etc.; present on use of selected career resources for Library and Career Education Center staff professional development
- Plan marketing efforts for career resources and services at Simmons in collaboration with Career Education Center
- Provide general reference assistance to patrons during weekly shifts in main Library and participate on Reference Services Team
- Prepare and deliver instruction in library research skills for MCC (Simmons first-year course) and participate on Instructional Services Team
- Mentor Boston Public School students as a participant in MassBLAST, the Library's diversity internship initiative, and contribute to curriculum development and planning for the program
- Co-chair Library Alumnae/i Task Force, charged with developing a consistent policy and communication of Library services to alumnae/i

Roxbury Community College, Boston, MA

September 2003 to June 2005

Reference Librarian

- Prepared and delivered course-integrated workshops on information literacy and research skills
- Developed bibliographic instruction tools in consultation with faculty and Library staff, including research guides and online tutorials
- Provided individual reference assistance and instruction to patrons, including support with career resources and basic technology
- Designed promotional materials and represented the Library at college-wide events (orientations, open houses, etc.)
- Assessed the Library's strengths and opportunities for improvement using statistics on user needs and collections

Library Intern

- Assisted with public services, including reference, circulation, and bibliographic instruction sessions

New England School of Law, Boston, MA

February 2004 to May 2005

Cataloging Assistant

- Created, edited, and produced bibliographic records according to AACR2 standards
- Organized and processed faculty requests for reserve materials

Simmons College, Boston, MA

September to December 2003

Reference Assistant, Career Resource Library

- Counseled patrons on the use of print and electronic information sources for career research and job seeking
- Maintained website with annotated collection of career-related web resources
- Supervised basic operations, including work study student projects, and compiled user statistics

Simmons College, Boston,

December 2000 to August 2003

Director of Academic Advising / Assistant to the Dean for Academic Affairs

- Supervised all aspects of academic advising program for 1,500 undergraduates: recruited, trained, and supported faculty advisors; assessed program and developed new initiatives; represented academic interests to functional units across the College, as well as external audiences; convened Task Force on Academic Advising for strategic planning
- Analyzed needs, planned, and implemented faculty development programming, including orientations, retreats, and informal discussion series
- Wrote and produced academic publications, such as a catalog addendum, undergraduate advising manual, and adult student resource guide
- Evaluated policies and procedures related to web-based administrative technology as a member of the Web Service Committee
- Served as liaison between marketing staff and academic departments: assisted in planning print and web initiatives, worked with department chairs to develop content, and served on College-wide Marketing Council

Assistant to the Deans

- Supervised staff assistant and students and managed office workflow, policies, and procedures
- Acted as liaison to faculty, staff, and students regarding academic and procedural issues
- Produced course catalog: planned timeline, managed communication with over 60 departments, edited and proofed all copy, researched and arranged printing options, and developed a distribution plan based on analysis of past use

Friends Library Store, Portland, OR

April to August 2000

Assistant Manager

- Recruited, trained, and coordinated scheduling of 25 volunteer staff
- Supervised store operations and promoted Friends of the Library mission to patrons

Northwest Portland International Hostel, Portland, OR

January 1999 to August 2000

Co-Manager

- Oversaw daily operations of a 35-bed hostel, including customer service, cash and records management, facility maintenance, inventory control, and supervision of 4 staff members
- Assessed needs, planned, and implemented appropriate programs and services for guests and community members
- Researched and developed a collection of local resources about budget travel, Hostelling International, and the Portland area

Barnes and Noble, Hartsdale, NY

July 1997 to January 1999

Assistant Manager for Operations

- Evaluated workflow and assigned tasks for a staff of 15 to 25 booksellers
- Designed and implemented tools to maximize store efficiency, including training guidelines and a staff communications center
- Oversaw loss prevention, coordinated facilities and systems maintenance, and managed supplies

Assistant Manager for Merchandising

- Coordinated store promotions, supervised all merchandise presentation, and developed special collections
- Tracked sales and book industry media to order stock according to anticipated demand

Waldenbooks, Yonkers, NY

April 1996 to June 1997

Assistant Manager

- Oversaw daily operations and planned work assignments for a staff of 10 to 15 booksellers
- Supervised administrative functions and implemented merchandising plans

EDUCATION

MS, Library and Information Science, Simmons College, Boston, MA

January 2004

BA, English, Pace University, New York, NY

May 1995

TECHNOLOGY SKILLS

- **Standard skills set:** Windows and Macintosh operating systems, MS Office applications (Word, Excel, Powerpoint, Outlook, Access)
- **Web skills:** WebCT, HTML and DreamWeaver MX, Adobe Acrobat, VRLplus chat software, Movable Type blogging software, knowledge of graphics and design principles
- **Research skills:** Advanced search techniques for internet and electronic databases, including CareerSearch and a variety of business and news sources

SPECIAL TRAINING AND PROFESSIONAL ACTIVITIES

- Leadership-in-Management executive education program, Simmons Graduate School of Management
- Public speaking workshop series for Simmons managers
- Presenter on career resources for Boston Regional Library System and Merrimack Valley Library Consortium
- Member of Career Resource Managers Association, American Library Association, and Association of College and Research Libraries
- Business Information Resources course, Simmons Graduate School of Library and Information Science
- Continuing education courses in blogging, project documentation, and web tutorials, Simmons Graduate School of Library and Information Science
- Volunteer adult basic education tutor, Jamaica Plain Community Center