

AIYANNA LOONEY

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EXPERIENCED LIBRARY PROFESSIONAL

Dedicated to providing information, education, recreation, and personal fulfillment resources to library patrons and the community. Passionate about the Library Science field.

Excellent computer, communication and organization skills. Experienced in supervisory and management roles. Proficient in web and graphic design.

Over four years of academic and public library work experience. Participant in collection management and development. Successful record of implementing and managing adult and student patron services and programs.

AREAS OF EXPERTISE

Professional

- Adult Reference Services
- Circulation Services
- General Patron Services
- Materials Processing
- Office Management
- Program Development
- Program Management

Academic

- Administration
- Grant Writing
- Leadership
- Marketing
- Nonprofit Business Writing
- Nonprofit Management
- Strategic Planning

Personal

- Collaborative
- Creative and Innovative
- Detail-oriented
- Diligent and Persistent
- Enthusiastic
- Goal-driven
- Methodical

RELEVANT EMPLOYMENT

Indian Hills Community College Library

November 2011 – May 2012

Library Staff, Temporary

- Assist students and patrons with the use of library catalogs and databases
- Assist the library director and library staff members with the daily operations of the library
- Manage the serials collection
- Oversee the Interlibrary Loan program; send and receive items
- Participant in the creation of the library instruction manual
- Supervise student assistants
- Updated and streamlined the Interlibrary Loan record keeping system

Oskaloosa Public Library

October 2009 – Present

Library Assistant

- Develop, implement and manage adult programming
- Write, design and publish program rules, press-releases and promotional materials such as flyers, brochures and posters for adult programming
- Participate in collection development by selecting resources for first-time job applicants

RELEVANT EMPLOYMENT *(Continued)*

Indian Hills Community College Library

June 2009 – August 2009

Student Library Assistant

- Participate in collection management by:
 - Recording withdrawn books in an Access database;
 - Withdraw books from the collection by removing library markings and security tapes

Geisler Library, Central College

September 2003 – February 2004

Student Library Assistant

- Assist in Media Center
- Operate audio/visual equipment

Wilcox Library, William Penn University

September 2001 – December 2002

Student Library Assistant

- Assist in the training and monitoring of library work study students
- Catalog periodicals
- Perform duties independently with minimal or no supervision
- Process new materials such as books and periodicals

PROFESSIONAL EXPERIENCE

General Responsibilities for All Employment

September 2001 – Present

Library Staff / Assistant

- Assist patrons with reference questions
- Instruct patrons on using website, electronic catalog, online databases and internet searching
- Issue library cards and inform new patrons about services, programs and events
- Perform circulation desk duties, such as checking in and out materials and collecting fines
- Process new materials for circulation
- Shelf books, CDs, DVDs, Blu-rays, Playaways, magazines and other materials and equipment
- Support, and collaborate with, co-workers on projects and events
- Use Dewey Decimal Subject Classification
- Use Library of Congress Subject Classification (Indian Hills CC only)

SUPPLEMENTARY EMPLOYMENT

Oskaloosa Herald

April 2006 – July 2007

District Manager

- Accurately execute and file contracts between the Oskaloosa Herald and independent contractors
- Actively seek, recruit and hire independent contractors
- Adjust bi-weekly and monthly payroll for independent contractors
- Manage the activities of a large number of independent contractors
- Respond to customer concerns and questions
- Secured an Oskaloosa Herald Achievement Award for exceptional customer service
- Track expenses for the Saturday newspaper edition
- Update computer system with contractor and subscriber account changes

EDUCATION

University of Iowa, Iowa City, Iowa
Bachelor of Applied Studies Degree
Emphasis in Nonprofit Management
Major GPA: 3.96/4.0

December 16, 2011

Indian Hills Community College, Ottumwa, Iowa
Associate in Arts Degree
Emphasis in Microcomputer (Software) Applications
Major GPA: 3.71/4.0

May 14, 2009

TECHNICAL SKILLS

Proficient in Microsoft Office, including Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Microsoft Publisher; similarly proficient with Adobe CS3, including Photoshop, Illustrator, Fireworks, Flash and Dreamweaver. Fluent in HTML and CSS. Excellent graphic and web design skills. Typing proficiency: 50 – 55 words per minute.

HONORS

Phi Theta Kappa

March 24, 2008

An international honors society. Member of the Beta Mu Phi Chapter, Indian Hills Community College.

Honors at Iowa

September 23, 2010

An intellectual community for the talented-and-gifted. Member of the Honors program, University of Iowa.

PROFESSIONAL AFFILIATIONS

American Association of University Women (AAUW)

2010 to Present

A community that breaks through educational and economic barriers so that all women have a fair chance. Member of the Oskaloosa, Iowa chapter.

American Library Association (ALA)

2010 to Present

The object of the American Library Association shall be to promote library service and librarianship.

Association for Rural and Small Libraries (ARSL)

2011 to Present

A network of persons throughout the country dedicated to the positive growth and development of libraries.

Iowa Library Association (ILA)

2010 to Present

An organization that advocates for quality library services for all Iowans and provides leadership, education and support for members.