

Marla Means

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Education

December 2013
B.A. Degree in Literature and Language
University of North Carolina at Asheville, Asheville, NC
Magna Cum Laude (3.84 G.P.A.)

December 2015
Masters in Library and Information Science
University of North Carolina Greensboro, Greensboro, NC
Summa Cum Laude (4.00 G.P.A.)

Work Experience and Accomplishments

Demonstration Assistant, UNCA Physics Department, Dr. Michael J. Ruiz
1 University Heights Asheville, NC 28804 (828) 242-1541

Under the instruction of Dr. Michael J. Ruiz, I assisted with his Physics of sound, music, light, and visual phenomena classes at UNCA. I worked two days a week taking attendance, setting up Dr. Ruiz's computer with PowerPoint presentations, and setting up physics demos for practical demonstrations of lessons with waves, frequency, etc.

2010-2012

Contributing Author, Editorial Assistant, Researcher, Writer
The Journal of Black Mountain College Studies; Postscript, The Journal of the Philological Association of the Carolinas; The Anthology of Black Mountain College Poetry

For over a year, I have been participating in several important academic publishing projects under the direction of Dr. Blake Hobby that have demanded the integration of technology. Working as a copy editor, researcher, and writer, I have helped produce two online scholarly journals and the soon-to-be-published *Anthology of Black Mountain College Poetry*. Using electronic documents and editing tools, I employ the following software programs daily: Microsoft Office 365 for text editing, submissions record keeping, and presentations; Adobe Acrobat Pro 9.0 for the creation and editing of PDF files; OCR tools for scanning and text

recognition; and the web-based content management system WordPress for the online publication of academic journals.

2012-2013

Circulation Desk Assistant, UNCA Ramsey Library, Noel Jones

1 University Heights Asheville, NC 28804 (828) 251-6336

Under the instruction of Noel Jones and Helen Dezendorf, I shelved carts of books and helped students and friends of the library at the circulation desk, helping patrons with books, laptops, projectors, and books on reserve by UNCA professors. I also collect fines as well as helped students search for sources, navigate the library's catalog, and use its electronic resources. Also, I performed tasks that made me an invaluable resource for library employees, cleaning the staff area, organizing bookshelves, and filling in when someone needed to run an errand.

2012-2013

Reference Intern, UNCG Jackson Library, Jenny Dale and Amy Harris-Houk

320 College Avenue Greensboro, NC 27412 (336) 334-5304

Under the supervision of a subject Librarian at Jackson Library, I worked the reference desk almost every day of the week - including one day for training. I helped people with research, directions, general information, and services. I connect students with the information that they needed by navigating subject libguides, databases, catalogues, as well as credible and scholarly websites. I also referred students and patrons to subject librarian liaisons when their research needs required a higher level of research skills. This internship has taught me to consult the "Read Scale," and I am able to assist patrons up to level four research.

2014-2015

Reference and Instruction Librarian, GHC Cartersville Library and Testing Center, Susan Vines and Elijah Scott

5441 Highway 20, NE Cartersville, GA 30121 (678) 872-8400

At the Cartersville instructional site of Georgia Highlands College, I implement my graduate college experience along with skill sets from my previous library internships to provide research, college, directional, and technical assistance to students, faculty, and staff. I perform circulation duties such as checking in and out items, processing callslips, maintaining the serials collection, and removing SOA holds for our library patrons. I am embedded both physically and online for any college classes with needs for library instruction, and I teach these classes in person while continuing communication through Desire2Learn, email, Library H3lp chat, and sometimes text. I also conduct one-on-one research consultations for students with greater research needs in my office or in various study environments throughout the library. I troubleshoot problems with all of our offered technology, mainly our computers and printers, and either resolve the issue or place tickets to the correct department, mainly IT support. I communicate with department heads

frequently to assess our instructional site's needs and to encourage the further growth of the relationship between the college and the library for the long term, and I always send out invitations for library instructional sessions at the beginning of each semester.

2016-present

FCST 1010 Instructor, Georgia Highlands College, Alan Dutch
5441 Highway 20, NE Cartersville, GA 30121

On the Cartersville instructional site, I started teaching a Freshman Studies - The College Experience Class during the Fall of 2016. I follow the design for the class and teach the suggested material every week, and I grade a journal and a challenge, the equivalent of two small papers, for each student the following week. I also took some suggestions from students concerning topics they wanted to cover and embedded them in my class whenever I could. Recommended topics we have covered are tax forms and how to fill them out line by line, buying versus leasing a car, and renting an apartment versus buying a house with a concentration on how to save money each month.

2016-present

Skills

1. Multi-tasking and working independently while focusing upon detail
2. Working as a team member
3. Organizing data and projects
4. Managing workflow, project traffic, and leading teamwork
5. Integrating software applications and web-based content management systems such as the Microsoft Office suite, Adobe Acrobat, and WordPress as well as Weebly
6. Supervising, coaching, and mentoring
7. Using multiple methods and resources to conduct research quickly and effectively
8. Writing, editing, and analyzing information

Membership and Awards

1. President of Sigma Tau Delta English Honors Society for Fall 2013
2. Graduation with Distinction in Honors
3. *Dean's List*, all semesters in school

4. LISSA member from Spring 2015 to Fall 2015
5. Certificate of Appointment of Notary Public for Georgia, Cherokee County 2016 - 2020
6. Certificate of Training for Accessibility by Design: Introduction to Training 2016
7. Certificate for Completion for Independent Applying the QM Rubric (APPQMR) 2016
8. Certificate of Completion for Maximizing Outreach Without Maxing Out: No-to-Low Cost ways of Getting Your Library's Message Out There 2016
9. Certificate of Training Completion for RTK - Global Harmonized System Training 2016
10. Safe Zone Certified 2016
11. QPR Gatekeeper Certificate for APR Suicide Prevention Gatekeeper Program 2016
12. PDC Certificate for The University System of Georgia Service Excellence Training 2017
13. Certificate for Selection Chair Committee Training 2017
14. Certificate for The eCore Faculty Certification Program 2017