

Geri L. Neemidge, MLS

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Over fourteen years of public library experience. Skills include staff coaching, training, and development, supporting and building relationships with patrons, promotion and marketing, patron programming, collection development, working within and developing a budget, reference, reader's advisory, and circulation. Technical skills include: Integrated Library Systems (especially Apollo by Biblionix), EnvisionWare, Deep Freeze, computer maintenance and updates, cataloging, website development, content creation, and social media. Proficient in communication, organization, critical thinking, and analysis. Proven ability to work both independently and as part of a team in fast-paced environments, follow procedures, and maintain attention to detail.

Recent Experience

Taylor Public Library, Taylor TX Technology Librarian

11/2018 - current

Manages library technology, including the library automation system and internet service. Coaches, trains, and supervises staff. Acts as director when the director is unavailable. Writes, provides content for, and files city and state reports. Writes grants for library projects, including projects aimed at improving community service, planning for the future. Leads and contributes to library programs. Catalogs materials and oversees technical processing. Purchases and maintains library computers and software. Manages Bookpoints software for online Summer Reading programs. Provides reference services and readers' advisory. Creates and sends biweekly newsletter. Maintains library web pages and assists city staff with city web pages.

Salado Public Library, Salado TX Part Time Young Adult Librarian

11/2014- 8/2018

Assisted patrons with reference questions, electronic resources, and readers' advisory. Selected, purchased, cataloged, and weeded all materials for the young adult collection. Planned, publicized, and presented programs for all ages. Created book displays. Designed flyers, brochures, guides, and signs. Created and managed social media content. Helped patrons with use of computers, copiers, and fax machine. Deployed and maintained young adult computers. Wrote, submitted, and was awarded three grants. Analyzed circulation data.

Pflugerville Public Library, Pflugerville TX Library Assistant

7/2013-11/2014

Frequent patron interaction, readers' advisory, helped patrons choose and find library materials, assisted patrons in the use of: the catalog, electronic resources, computers, printers, and copiers. Circulated library materials, issued library cards, collected fines; read and shifted shelves, and shelved materials.

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Additional Relevant Experience

Galaxy.com, Austin, TX Senior Information Specialist

Researched and created hierarchies and classified content for medical web site directory. Trained and managed two Information Specialists. Listed web sites and added to the hierarchy structure of Galaxy's directory. Responded to user inquiries and maintained quality control of the directory and listings. Wrote site descriptions for publication. Worked with Information Specialist team on collaborative projects. Researched and wrote competitive reports on medical information resources.

City of Mountain View Public Library, Mountain View, CA Library Assistant III

Provided reference; reader's advisory; children's programs; collection development; circulation of library materials from mobile branch; page training; promotional material design and distribution; schedule evaluation and modification to respond to community needs; statistical analysis. Daily interaction with a wide variety of patrons. Required independent decision making and problem solving while maintaining strict adherence to schedule and completing assignments with minimal supervision.

Education

Certificate in Diversity, Equity and Inclusion in the Workplace from the University of South Florida
Muma College of Business

Consumer Health Information Specialist credential from the Medical Library Association

MLS San Jose State University (as an in person program)

Library Technical Assistant Certificate Foothill College

B.S., Zoology, University of California, Davis

Volunteer Experience

American Mensa

1/1994-current

Active volunteer at the local, regional, and national levels. Served as local group president, webmaster, editor. Co-chair of local convention with over 100 attendees. Contact, coordinate, schedule speakers and workshop presenters for convention.

Scare for a Cure

9/2011-current

Active volunteer for nonprofit organization that raises money for local cancer charities. Scare for a Cure is Austin's only extreme, full contact, interactive haunted house adventure.