

Molly Miller

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Education

The University of Texas at Austin

M.S. in Information Studies

Austin, TX

May 2014

Stephen F. Austin State University

B.A. in English

Nacogdoches, TX

May 2012

Experience

The University of Texas at Austin, School of Information

Teaching Assistant

January 2014-present, Austin, TX

- Create and edit instructional content in Blackboard and Canvas LMS
- Edit course documents and organize course files and materials
- Write and send class announcements
- Collect, organize, and manage research materials

The University of Texas at Austin, Perry Castaneda Library

Library Instructions Services GRA

June 2013-January 2014, Austin, TX

- Co-taught courses designed to enhance information literacy integrated into undergraduate Signature courses
- Created and edited instructional content (i.e. UT Libraries online guides in Drupal)
- Contributed to the Instruction @ the University of Texas Libraries blog
- Provided virtual and in-person reference to library patrons
- Co-taught library courses designed to introduce new research tools such as Zotero
- Co-curated the UT Libraries' Pinterest collection
- Planned and implemented library outreach programs (i.e. R.A. Resource Fair, Make Some Noise annual library party, and others)
- Processed circulation transactions at the Perry Castaneda Library front desk

The University of Texas at Austin, Classics Library

Student Library Assistant

August 2012—June 2013, Austin, TX

- Assisted patrons at the front reference desk and guided patrons to library resources
- Processed new books and materials each week
- Recorded library traffic and usage statistics

Stephen F. Austin State University, Residence Life Department

Desk Assistant

August 2010—May 2012, Nacogdoches, TX

- Greeted residents and addressed and diffused conflicts with residents and parents
- Maintained privacy of resident files and followed FERPA procedures
- Answered front desk phone and direct callers if needed
- Opened/closed desk during appropriate shifts and during emergencies and fire drills

Skills

- Experience with Adobe Connect, Adobe Dreamweaver, Adobe InDesign, Adobe Photoshop, Blackboard, Canvas LMS, CaptionTube, Drupal CMS, Google Drive, Keynote, Microsoft Suite (including Outlook), Snagit, WordPress, and Zotero
- Social Media: Facebook, LinkedIn, Pinterest, Tumblr, Twitter, Weebly
- Multiple databases including: Academic Search Complete, PubMed, JSTOR, etc.
- HTML and CSS (intermediate proficiency)
- Foreign language: Spanish (intermediate aural and reading proficiency)

Projects

Biology Resource Guide

Spring 2013

<http://bioresourcesguide.weebly.com/>

Young Adult Literature Resources for the Academic Library

Summer 2013

<http://yaresourceguide.weebly.com/>

Publications

Harry Ransom Center Cultural Compass

January 2013

<http://blogs.utexas.edu/culturalcompass/2013/01/16/first-edition-of-the-vampyre-reveals-clues-about-history-of-book-and-its-popularity/>

- “First Edition of ‘The Vampyre’ reveals clues about history of book and its popularity”