

JENNA K. INGHAM

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Library Experience

- October '15- present **CALDWELL PUBLIC LIBRARY** Caldwell, NJ
Youth Services Librarian Assistant.
- Provide reference help and readers advisory;
 - Prepare and present two weekly Story Times and crafts;
 - Plan monthly programs;
 - Design dynamic flyers and banners;
 - Create engaging and relevant book displays;
 - Maintain the library's social media accounts;
 - Provide scheduled IT support.
- February '15- present **DREW UNIVERSITY LIBRARY** Madison, NJ
Circulation Supervisor.
- Serve patrons and provide access services;
 - Train and supervise circulation student assistants;
 - Navigate minor facilities issues;
 - Maintain safety of building, patrons, and collections;
 - Contact patrons with lost and overdue items;
 - Schedule bill reports and follow up with fines and lost library materials.
- April '11- September '15 **COUNTY COLLEGE OF MORRIS** Randolph, NJ
Library Services Assistant.
- Helped patrons by locating items and providing technical assistance;
 - Charged/discharged library materials;
 - Processed new patron registration;
 - Sorted and shelved materials according to library classification;
 - Collected fines for lost and overdue items.

Other Experience

- March '08- February '11 **MBS NUTRITION** Morristown, NJ
E-Commerce Database Administrator.
- Maintained database of 20,000+ products;
 - Researched and updated web store information to reflect product changes;
 - Coordinated with customer service department and creative team;
 - Handled communication with marketers and vendors.
- August '04- February '08 **BORDERS** Rockaway, NJ
Bookseller; Special Orders Coordinator.
- Placed customer orders for books and media;
 - Fulfilled orders to meet service deadlines;
 - Sorted and shelved daily book shipments;
 - Data entry and retrieval, tracking systems, register duties.

Education**RUTGERS UNIVERSITY**

Master of Library and Information Science

SETON HALL UNIVERSITY

Bachelor of Arts: *History*; Minor: *Women and Gender Studies*

Dean's List; Phi Alpha Theta National History Honor Society

COUNTY COLLEGE OF MORRIS

Associate of Arts: *Humanities/Social Science*

Dean's List; Phi Theta Kappa Honor Society

Memberships:

American Library Association; New Jersey Library Association; Library and Information Science Student Association; Young Adult Library Services Association; Gay Lesbian Bisexual Transgender Roundtable of ALA; NetGalley; Edelweiss Plus; Goodreads Librarian.

Awards:

Individual Service Award; District Team Award; Regional Team Award; Elizabeth Ann Seton Women's Studies Writing Prize; George Riley History Writing Prize.

Volunteer Work:

V-Day Worldwide Campaign; Gaia Studio; Stage Right Productions.

Academic**Engagements:**

Presented award-winning paper at Seton Hall's Women's Conference (2015); Presented library research at Seton Hall Women's Conference (2016); Judge for New Jersey's History Day Regional Competition (2016); Panelist at Seton Hall Women's Conference (2017).

Technology and**Internet Skills**

Adobe Illustrator and Photoshop, Apple Keynote/Numbers and Pages, CSS3, Canva, CyberDuck, Email, Filemaker Pro, FileZilla, Flickr, FlipGrid, Google Analytics, Google+, HTML/5, Instagram, JavaScript, Jing, LibGuides, Litsy, Mac, Machine Readable Cataloging (MARC), Microsoft Excel/Outlook/PowerPoint/Publisher and Word, MySQL, PBWorks Wiki, PHP, PicMonkey, Pinterest, Polaris, PowToon, Prezi, Resource Description and Access (RDA), Skype, SubjectsPlus, Survey Monkey, TextWrangler, troubleshooting, Tumblr, Twitter, WeTransfer, Windows, WordPress, WorkFlows, word processing, YouTube.

Professional references available. Please request via e-mail: jennakingham@gmail.com

Resume last updated for www.jennakingham.com in July 2017.