

JESSICA GARMAN

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EDUCATION

MASTER OF LIBRARY SCIENCE, University of Maryland, College Park, MD Concentration in Archives, School Library Media Certificate K-12, GPA: 3.9	Spring 2012
BACHELOR OF ARTS, Goucher College, Baltimore, MD Major: Studio Art & American Cultural Studies, GPA: 3.8	June 2007
SEMESTER ABROAD, University of Amsterdam, the Netherlands	Fall 2005
INTENSIVE COURSE ABROAD, El Paso, Texas – Juarez, Mexico Border	June 2004

WORK EXPERIENCE

HOLY NAMES HIGH SCHOOL, Head Librarian + Media Specialist, CA	2020- Present
<ul style="list-style-type: none">› Develops and maintains the collection of resources to align with the needs of students, teachers, adults and the curriculum› Regularly presents to faculty surrounding new technology tools and innovations to enhance their lessons› Selects library books and materials to support reading development for all students, including those with special needs› Collaborates with classroom teachers and parents to promote a love of literature and to integrate vital research skills into the curriculum and effectively align the group around a vision and approach for teaching media literacy› Proposes new initiatives surrounding curriculum development for information literacy standards› Designs promotional materials› Ensures resources in the library offer a broad range of viewpoints and reflect racial, ethnic, gender, cultural, language and religious diversity› Leads students and adults in skill development surrounding research (to access, evaluate and effectively use information from the variety of print and digital resources), citation and information literacy› Evaluates, promotes and uses existing and emerging technologies to support teaching and learning› Assists teachers in developing units of study to facilitate classroom research projects› Works as part of a team with the Director of Technology, administration and faculty in determining and guiding appropriate technology use and providing information on best practices with media and technology› Responds to patron requests quickly and efficiently and helps teachers and students to effectively troubleshoot their needs› Develops and revises procedures and policies for the selection, ordering, processing and cataloging of library materials and resources	

CRYSTAL SPRINGS UPLANDS SCHOOL, Head Librarian, CA

2015- 2020

- › Directs, organizes, and supervises the essential services of the library for the whole school
- › Teaches students and faculty how to access, evaluate, use, share and create information using a variety of sources
- › Works comfortably across multiple disciplines in a constantly evolving environment and finds gaps or areas for cross-curricular collaboration within the curriculum
- › Co-Director of all Senior Projects and all culminating research projects
- › Hired, created and onboarded our Middle School Librarian position
- › Develops creative programs to encourage student making, sewing, collaging, drawing, weaving, designing, and building
- › Educates and assists students and faculty in the application of both print and digital resources
- › Works to instill a love of literature in students through book talks, author visits, and clubs
- › Provides professional development in the areas of literature and technology integration, research and information literacy for faculty in classes & individually
- › Collaborates regularly with teachers to design and implement lessons and units of instruction & to ensure that the collection supports the curriculum
- › Acts as faculty leader for student book club and debate club in both Middle and Upper School
- › Collaborates regularly with the technology department to ensure consistency in skills, approach to technology, and technology policies & choice of devices
- › Co-Teaches computer and design courses
- › Teaches students the ethical use of information, including knowledge of copyright, fair use, and licensing of intellectual property
- › Acts as an advisor and mentor to a group of 10 students

FRIENDS SCHOOL OF BALTIMORE, Librarian, Baltimore, MD

2013 - 2015

- › Worked with the Director of LIS in the development and continued evolution of a scope and sequence for technological & information skills
- › Worked to instill a love of literature in students through book talks, author visits, and clubs
- › Provided professional development in the areas of literature and technology integration, research and information literacy for faculty in classes & individually
- › Provided skill development in the areas of technology, research, & information literacy for students
- › Acted as faculty leader for student book club
- › Assisted in the management of online learning resources (e.g. databases, social media, Moodle & GoogleApps)
- › Curated a dynamic space that furthers the goals of the LIS program through events, collections, materials, and activities
- › Managed physical, human and financial resources as related to the library program
- › Co-taught classes focused on design, history, and Quaker principles
- › Acted as an advisor and mentor to a group of 9 students

826 VALENCIA, Volunteer Educator, San Francisco, CA

July 2012 – July 2013

- › Assisted in after school tutoring and programing for students in grades 6-12
- › Assisted in leading interactive field trips for San Francisco public school students surrounding art and writing
- › Partnered with classroom teachers to facilitate an oral history project which culminated in a student designed exhibition
- › Promoted the programs and student publications of 826 Valencia to the larger community

- UNIVERSITY OF MARYLAND, Research Assistant, College Park, MD Spring 2012
 A research team focused on Developing Science, Technology, Engineering, and Math (STEM) Identities through participation in Science-Infused Media and Virtual Peer Networks in Washington, D.C. middle schools.
 › Collaborated with school librarians and graduate students to create compelling lessons focused on enhancing information literacy, design, and research skills
 › Led student tutorials in using electronic resources, databases, and Internet searching
 › Contributed to a grant proposal which brought iPad's to the Middle Schools and aided in their emerging technologies initiative
- JOHNS HOPKINS GEORGE PEABODY LIBRARY, Baltimore, MD 2011 - 2012
 A yearlong work experience under the direction of Special Collections Librarian, Heidi Herr to develop an on-line exhibition and materials to promote the Library to students, faculty, and staff.
 › Supported student and faculty research by answering reference questions
 › Built and maintained the Library's digital presence
 › Established best practices for the digitization of rare materials
 › Designed promotional materials
- BALTIMORE MUSEUM OF INDUSTRY, Museum Educator, Baltimore, MD 2008 - 2011
 › Taught and planned lessons for groups of approximately 100, 1st through 12th grade students about the city of Baltimore's rich industrial history
 › Led interactive tours and workshops for Museum visitors on specific aspects of industry in Baltimore
- WALTERS ART MUSEUM, Museum Educator, Baltimore, MD 2009 – 2010
 › Led and planned weekend art workshops for children ages 4-10 highlighting special exhibitions in the Museum
- BALTIMORE MUSEUM OF ART, Intern, Baltimore, MD June 2009 – August 2010
 › Assisted Librarians and Curators with daily tasks
 › Processed materials for the collection, answered reference questions and gathered materials for researchers and curators visiting the library
 › Scanned the museum's large photograph collection for public access and built a searchable database
- NATIONAL BUILDING MUSEUM, Team Leader, Washington, D.C. 2008, 2009
 › Led a group of students in the writing, planning, teaching, layout, installing and exhibiting of two summer- long student program focused on the history of Washington, D.C.'s Northwest neighborhoods
 › Gained experience curriculum writing.
 › Designed and led a writing and art workshop for students

AWARDS AND FELLOWSHIPS

CAMP Artist Residency Fellowship	July 2017
Harvard Graduate School of Education, Library Leadership in a Digital Age	March 2017
Library of Congress Summer Teacher Institute	July 2016
Golden Key Scholar Award for Academic Excellence	May 2012
Vermont Studio Center Emerging Artist Fellowship	January 2012
Research Assistantship, University of Maryland School of Information	Spring 2012
The Mears Library Fellowship, Goucher College	Fall 2011