

Heidi F. Schutt

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Objective

To provide excellent service and opportunities for library users.

Experience

Library Director

April 2011 - present

Muir Library

Winnebago, MN

I fulfill my duties as a rural library director by managing the budget, collection, circulation, technology and programs and services for the library and two station libraries in nearby rural areas.

Directed Fieldwork Student

Jan.- Mar. 2011

Bellevue Regional Library, King County Library System

Bellevue, WA

I conducted research and collected data for a Needs Assessment for Bellevue's adult services and programs.

Secretary

2010-2011

Student American Library Association, University of Washington

Seattle, WA

The officers of this chapter work together well to serve the student members. My involvement included the following:

- providing documentation about meetings and events for members
- communicating with officers and presenters in order to organize events
- facilitating events (ex: Banned and Challenged Books Panel)

Student Specialist

2009-2011

Monographic Services Division, University of Washington Libraries

Seattle, WA

This position allowed me to learn the process of acquiring new materials through processing new shipments, preparing invoices, and copy-cataloging. I was also given the task of handling the backlog of the Gifts workflow and became proficient in searching the records in the ILS and OCLC Connexion.

Carl B. Yhisaker Library, Concordia College

Moorhead, MN

Student Supervisor

2007-2009

I stepped into this role when my supervisor resigned; I trained new employees and maintained the statistics for the Reference Desk, compiled reports for the Library Director and managed the wiki and web site for the Lab Consultants.

Circulation Desk and Curriculum Center Student Worker

2007-2009

Some of the duties I had in these positions include the following:

- providing assistance to personal and phone inquiries from library users
- creating reading and material lists and displays regarding events
- assisting with a comprehensive shelf-reading and inventory process
- completing other special projects as instructed (ex: weeding, processing, etc.)

Lab Consultant

2006-2009

Some of the duties I had in this position include the following:

- providing one-on-one service and attention to users with issues involving technology
- maintaining the computers, printers, copiers and scanners for the library

Education

Master of Library and Information Science

2009-2011, University of Washington – Seattle, WA

Bachelor of Arts in English Writing and Spanish

2005-2009, Concordia College – Moorhead, MN

Please contact me if you have any questions or would like contact information for references.