Alexa G. Azzopardi

Electronic Portfolio can be found at http://alexa-azzopardi.info

Experience:

Librarian, Houston Community College

June 2015 - Present

- Assist students and faculty in finding material in databases, online catalog and other resources
- Teach Bibliographic Instruction (BI) classes
- Collection development in six different subject areas
- Faculty Advisor to the library's student group, The Library Connection
- Plan and execute the library's outreach events
- Library Liaison to the Manufacturing Center of Excellence
- Committee Work
  - o Marketing Committee – District
  - o 3D Printing – District
  - o Fire Warden - Campus
- Create LibGuides in responsible areas
- Innovation Fellowship – 2020-21
- Social Media
  - o Created Twitter account and manages Facebook & Twitter accounts
  - o Created graphics for social media.

Librarian, Washtenaw Community College

September 2008 – May 2015

- Assist students and faculty in finding material in databases, online catalog and other resources
- Teach Bibliographic Instruction (BI) classes
- Developed teaching Bibliographic Instruction classes through video conferencing
- Collection development in six different subject areas
- Teach business marketing Information seminar to small business entrepreneurs
- Provide one-on-one consultations with small business entrepreneurs
- Work with campus Small Business Entrepreneurship Center
- Create LibGuides in responsible subject areas
- Serve as LibGuide Administrator and tech support for other librarians
- Managed year-long migration of LibGuides from version 1 to version 2
- Developed video conference teaching and wrote all the supporting documentation
- Teach in-services on Open Educational Resources as well as developed and maintain OER LibGuides

Librarian, Instructor and Test Proctor, Schoolcraft College
September 2005 – December 2009
- Assist students and faculty in finding material in databases, online catalog and other resources
- Taught Bibliographic Instruction (BI) classes
- Created virtual tour for the library
- Mentored library science student
- Taught two colligate skills classes on creating electronic portfolios
- Proctored Advanced Placement testing, firefighter exam, and other online and make-up exams
- Developed curriculum and taught the "Keyboarding and Basic Word Processing" class for the *Kids on Campus* program

Librarian, Macomb Community College
2002 – 2008
- Assist students and faculty in finding material in databases, online catalog and other resources
- Teach Bibliographic Instruction (BI) classes

Librarian – Research & Advanced Engineering, Ford Motor Company
October 2007 – March 2008
- Assisted researchers at Ford Motor Company in finding materials in databases, online catalog and other resources
- Processed and managed technical reports and managed database profiles
- Worked circulation – check-in/outs, holds, overdue material

Librarian/School Media Specialist, Plymouth-Canton Community Schools
2004 – 2005
- Taught library skills for students k-5 and story time
- Support teachers and staff in their use of technology and perform first-line tech support
- Purchased books for my libraries and did collection development
- Ran two Scholastic Book Fairs
- Wrote grant for Smart Board
- Met with other district elementary librarians to support curriculum
- Web Master for school web site

Librarian/School Media Specialist, Monroe Public Schools
August 2002 – August 2004
- Elementary: Taught library skills and technology classes for students
- Ran the Media Center and Lab in two buildings.
- Instructed teachers in their use of technology and performed first-line tech support
- Purchased books for my libraries and did collection development
- Developed and maintained web sites for schools
- Participated in the District Technology, Elementary Computer Platform, and Filtering Committees

- Developed *Solar Wars* lesson and presented it to the Board of Education
- High School: Purchased and managed the audio visual collection and equipment
- Mentored a library student from Wayne State University

Additional Experience

Technology Consultant
2000 – 2010

- Assist teachers and small business owners in creating Power Point presentations, newsletters, maintain electronic grade books and provide basic tech support for computers
- Teach basic computer functions, applications, and the Internet
- Assist in computer purchase, set-up and maintenance

Computer Instructor, Technical Support & Technical Writer, Computer Confidence, Inc.
1998 - 2001

- Taught Ford Motor Company engineers and suppliers the Ford databases: WERS, GPLUS and CAX
- Assisted WERS and GPLUS users with their problems from the WERS/GPLUS Help Desk
- Wrote the online help for the WERS database

Teacher, Romulus Community Schools - 1996-1998
Teacher, JB Day Nursery & Kindergarten - 1995-1996
Teacher, Rice Consolidated Independent School District - 1994-1995

- Taught self-contained 4/5 and 6th grades with Special ED. integration and an advanced, all-day kindergarten
- Worked on school improvement and social studies committees
- Designed and wrote curriculum for the summer program Mastering the Essentials and supervised seven student teachers
- Wrote thematic curriculum and taught summer camp

Circulation Clerk, Plymouth District Library -1990-1994
Page, Taylor Community Library - 1987-1990

- Worked the circulation desk with both GEAC and Dynix circulation systems
- Processed and linked materials
- Shelved materials, shelf read, and manually processed over dues

Conferences & Presentations

- *The Library as a Hub for Student Success*, National Organization for Student Success: Michigan Chapter (NOSSMi), October 2020
- *Best Practices for Engaging Community College Students*, Texas Library Association (TLA), March 2020
- University of Michigan's School of Information Science – Collection Development class – *Collection Development at the Community College*, January 2014 & 2015
- *The Brave New World of Free Teaching Resources – Open Educational Resources* at Washtenaw's Faculty In-service, 2013, 2014 & 2015
- Washtenaw Community College child psychology class - *Cognitive Development in the Elementary-aged Child*, October 2014
- *i-Stream Database for Faculty Development* at Schoolcraft's Faculty In-service, August, 2008
- *Using Palm Pilots for Faculty and Students* at the Michigan Developmental Consortium Conference, March 2006
- *Researching Across the Curriculum: or How to do electronic research* at the Michigan Association of Middle School Educators, March 2006
- *Solar Wars* to the Michigan Association of Media Educators, November 2004
- *Solar Wars* at the Monroe ISD Advisory Council, April 2004
- *Solar Wars* to the Michigan Association of Middle School Educators, March 2004

Education

- **Masters of Library and Information Science, Wayne State University, 2001**
  - Library and Information Science with certification as a Media Specialist - Cumulative G.P.A 3.87
- **Bachelor of Science, Eastern Michigan University, 1994**
  - Major - Earth Science
  - Minor - English Language and Literature
  - Minor - Psychology
  - Elementary Ed. Certification

- **Innovation Fellowship, Houston Community College – West Houston Institute, 2020-21**
  - 21st Century Outreach for Innovative Librarians – Individual Project
  - CERTS Innovation & Creative Mindset Certificate – Cohort Project

- **Professional Development**
  - National Organization for Student Success: Michigan Chapter (NOSSMi), October 2020
  - Library Juice Academy - 2020
    - Informal Learning
    - Leadership Communication
    - Student Staff Development

- o   Attended Texas Library Association conference – 2019 & 2020
- o   WordPress - 2019
- o   Digital Video Storytelling - 2017
- o   ALA Sign Language Class for Librarians – 2017
- o   Attended American Library Association conference – 2016 & 2018
- o   DHTML, Web Design – 2007
- o   Introduction to Computer Networking, Adobe Illustrator - 2006
- o   Various technology-based professional development classes at the k-12 level

__Additional Certification__

- **Michigan Teacher's Certificate – 2002**
    - o   Elementary k-6
    - o   Earth Science 6-8
    - o   English Language and Literature 6-8
    - o   School Media Specialist k-12 – ND