

Natalia M. Dominguez

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Qualifications Summary

Highly motivated and positive M.L.I.S graduate passionate about teaching, learning, and the community. Extensive experience training users in performing database and web searches and identifying relevant reference resources. Active involvement in promoting library and learning resources, services, and projects. Solid customer-service skills and strong aptitude to understand user needs. Exceptional collaborative and interpersonal skills with a proven ability to participate in and direct team projects.

Professional Experience

Student Center/Library & Learning Resources Coordinator

March 2010 to Present

San Joaquin Valley College

Salida, CA

- Manage daily operation of the library and learning resource center including circulation, inventory, classifying, and cataloging.
- Supervise Federal Work Study students, create work schedules, and assign daily tasks.
- Provide research assistance to students, faculty, and staff.
- Develop, create, and present professional, personal, and academic success workshops for students in business, technical, and medical and health studies programs.
- Design, present, and distribute instructional handouts to provide guidance in locating and using library and learning resources.
- Deliver in-class training workshops teaching students and faculty how to use library resources, create source citations, and format papers using APA style.
- Collaborate with staff and faculty to create, develop, and maintain department-specific library and learning resources and materials.
- Provide academic support to students through tutoring services and in-class support.
- Organize and lead an Academics and Tutoring Constituency group to identify and plan academic support for students struggling in math, English, and program classes.

Key accomplishments:

- Created and organized a math constituency group with the math department to determine strategies to increase math pass rates. Pass rates increased by 3% in 2014.
- Designed and presented in-class presentations instructing students how to use the LIRN database for research. LIRN usage increased by 5% in 2014.

Workshops and Seminar Presentations:

- LIRN 101: Your Quick Guide to Finding and Using Information Resources in LIRN
- Destiny Basics: Your Guide to Using SJVC's Online Library Catalog
- APA 101 Workshop
- New Student Academic Success Seminar
- Five Tips to Creating a Winning Video Resume
- Five Tips to Using LinkedIn
- Six Resume Mistakes (and How to Avoid Them)
- The Ultimate Guide to Resumes and Interviews
- Preparing for Tough Interview Questions
- Dressing for Success: What to Wear to a Job Interview
- Using Social Media to Find a Job

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Instructor, General Education

San Joaquin Valley College

May 2009 to March 2010

Salida, CA

- Provided instruction in various general education courses.
- Prepared lesson plans and activities that followed established course curriculum and student learning outcomes.
- Supported, trained, and mentored new instructors.
- Developed additional course and instructor materials for general education courses.
- Maintained necessary attendance and academic information.
- Participated in general education course reviews.

Courses taught:

- ENG1 – Writing and Composition
- MTH90 – Introductory Algebra
- NSC1 – Introduction to Natural Science
- SOC1 – Introduction to Sociology
- CL110 – Computer Literacy & Applications for the Health Care Professional
- PSY1 – Intro to General Psychology
- PHIL1C – Ethics
- HEA10 – Health and Wellness
- CSS 100 – Career Services Seminar
- HIST10 – Contemporary U.S. and World History

Certificated Substitute Teacher, K-12

Lincoln Unified School District

November 2007 to May 2009

Stockton, CA

- Provided instruction to students from Kindergarten through 12th grade in all subject areas and with class sizes up to thirty students.
- Participated in children's story hours, physical activities, and academic projects.
- Effectively utilized teacher's lesson plan to guide students through activities and lessons.
- Maintained normal classroom routines and followed discipline procedures.
- Encouraged and maintained a positive learning atmosphere for all students.
- Assumed all duties of the regular classroom teacher, in accordance with school duties, which included: bus, lunchroom, playground, and other duties assigned by the school principal.

Technical Skills

- **Library Management Systems:** Destiny Library Manager/Follett
- **Electronic Technologies:** E-Books, tablets, smart phones, WiFi
- **Computer applications:** PC, Mac, Microsoft Office 2010/2013, Google Docs, social networking sites
- **Multimedia Tools:** Slideshare, Prezi, Gimp 2.8, Windows Movie Maker
- **Instructional Applications:** Blackboard, D2L, Canvas, eCourses
- **Web Development:** HTML, CSS, WordPress, Notepad++

Education

Master of Library and Information Science

School of Information, San José State University

May 2015

San José, CA

Bachelor of Arts, English and History

California State University, Bakersfield

June 2006

Bakersfield, CA

Professional Memberships

American Library Association (Member)

2012 to current