

# NATALIA DOMINGUEZ

## ACADEMIC LIBRARIAN

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### CONTACT

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Modesto, CA



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### EDUCATION

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*Master of Library & Information Science*  
San Jose State University, San Jose, CA  
2015

*Bachelor of Arts // English & History*  
CSU Bakersfield, Bakersfield, CA  
2006

### SKILLS

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#### ➤ PROFESSIONAL

- Instruction & outreach
- Supervisory & team management
- Research & reference
- User services
- Information literacy
- Library management
- Cataloging
- Classification
- Collection management
- Preservation
- Copyright

### PROFILE

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Creative and organized librarian with 8-years' experience in an academic library setting offering expertise in reference and user services, training and supervising, and library management.

Exceptional collaborative and interpersonal skills with a proven ability to participate in and direct projects and committees. Skilled in seeking solutions to improving library services and operations.

### PROFESSIONAL EXPERIENCE

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#### CORPORATE COORDINATOR OF LIBRARY & LEARNING RESOURCES

SAN JOAQUIN VALLEY COLLEGE // SALIDA, CA // 2016 – Present

- Chair and participate in library reviews and meetings to refine and improve library services and create future plans for the library
- Participate in institutional committees, such as accreditation and program reviews
- Train (in-person or remotely) and coordinate training for library new hires across the institution
- Maintain institution's library catalog and cataloging records
- Develop and implement cataloging and collection policies
- Explore and evaluate vendor products, such as information literacy courseware, subscription services, management software, etc.
- Maintain library budget for institutional expenditures on library management tools, media, & subscription services
- Submit purchase and check requests to central office for ordering and purchasing library resources and services
- Create infographics, reports and spreadsheets showcasing library data & statistics for annual reports, reviews, and IPEDS reporting
- Create, revise, and update library policies & guidelines, such as collection development, maintenance, classification, etc.
- Plan, develop and maintain research, citation, and information literacy guides
- Work closely with faculty and academic administration to develop resource collections supportive of curriculum

#### *Key accomplishments:*

- Decreased the number of library holdings that were outdated and obsolete by organizing and directing an institution-wide library deselection project

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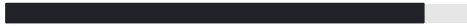
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## SKILLS

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### ➤ TECHNICAL

Library management systems



Learning management systems



Document scanning



Microsoft Office & Office 365 Apps



Cloud computing



Multimedia tools



HTML & CSS



LC Classification



Dewey Classification



Metadata



Data analysis



## PROFESSIONAL EXPERIENCE CONT.

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### STUDENT CENTER AND LIBRARY RESOURCES COORDINATOR

SAN JOAQUIN VALLEY COLLEGE // SALIDA, CA // 2010 – Present

- Oversee daily campus library operations and manage the tutoring department.
- Train and supervise federal student workers in the library, create work schedules, and assign daily tasks
- Collaborate with faculty on information literacy instruction and directly instruct students in the classroom and library in the use of the library catalog, databases, and other library resources
- Provide library training to new faculty during the onboarding process
- Design and distribute research guides and tip sheets for students
- Develop and implement strategies to develop and refine campus library and academic support services and programs
- Manage the ordering and purchasing of campus library resources
- Maintain a campus library budget for the purchasing of library resources
- Classify and catalog library resources into the library's management system
- Participate in campus committees that focus on academic affairs and campus culture
- Provide technical support to library users

#### *Key accomplishments:*

- Increased campus ebook digital circulation over 270% by presenting library workshops in the classroom and at faculty & staff meetings
- Contributed to a 3% increase in math pass rates by developing and organizing a math constituency group to determine academic success strategies for math students.

### GENERAL EDUCATION INSTRUCTOR

SAN JOAQUIN VALLEY COLLEGE // SALIDA, CA // 2009 – 2010

- Prepared lesson plans and activities to support student and classroom learning objectives
- Trained and mentored new instructors
- Developed additional course and instructor materials for general education courses
- Participated in general education program reviews