

Charlene Nicole Kirkpatrick, MSIS

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EDUCATIONAL INFORMATION

Master of Science, Information Sciences
University of Tennessee (Knoxville, TN), 2015

Bachelor of Arts, English and American Language and Literature, Minor in Criminal Justice
University of Tennessee at Chattanooga (Chattanooga, TN), 2008
- UTC in Oxford Summer Program (Oxford, England), 2007

EXPERIENCE

Adjunct Instructor August 2015 – present
Virginia College, Knoxville

- Taught the Fundamentals of Communication course on writing, composition and grammar
- Instructed the hybrid Learning Framework course that provided adult learning models and learning tools for academic success
- Supported students with individual tutoring sessions before or after classes

Practicum Student Assistant, Digital Humanities May 2015 – August 2015
John C. Hodges Library, University of Tennessee, Knoxville

- 150-hour practicum with the Digital Humanities Librarian
- Arranged metadata for oral history faculty project
- Compiled data for research project study guides
- Supported the Librarian in creating a library and information science (LIS) module on Scalar
- Prepared close captioning for videos on the LIS module project
- Assisted the Librarian in preparing budget proposal for speaker series
- Shadowed the Librarian during consultations and online reference desk chat sessions

Graduate Teaching Assistant August 2014 – August 2015
School of Information Sciences, University of Tennessee, Knoxville

- Assisted in preparing materials for courses
- Conducted research on government documents
- Collected documents and metadata for a collaborative research project
- Aided in coding metadata in a spreadsheet within a collaborative research project
- Supported professor in creating resources for use within the Blackboard application
- Helped maintain the professor's physical research library materials

WORK EXPERIENCE *continued*

Library Assistant

December 2013 – April 2015

Virginia College, Knoxville

- *Coordinated the first campus-level Library Week event*
- *Interim Library Manager during Librarian position vacancy*
- Assisted the Librarian in supervising the Virginia College Library
- Supported the Librarian in the collection upkeep and management using the Destiny automation program
- Provided research assistance to students, faculty and staff
- Presented presentations on the Virtual Library, the APA writing format, basic computer skills and information literacy to students and faculty
- Aided the Librarian in ordering and distributing textbooks before the beginning of each term
- Supported other departments in student engagement opportunities
- Designed visual aids and flyers for various activities on campus
- Supported the Librarian in the distribution of school uniforms during new student orientations prior to each term
- Performed any additional directions given by the Librarian

Library Assistant

September 2010 – December 2013

ITT Technical Institute, Knoxville

- *Managed the packing and unpacking of the library collection during campus facility relocation*
- Supervised the Learning Resource Center (LRC)
- Oversaw collection upkeep and management using the Library World automation program
- Handled opening and closing of LRC
- Delivered research assistance to students, faculty and staff
- Provided tutoring to students in the subjects of English Composition and Criminal Justice
- Assisted English Composition instructors in developing information literacy resources, quizzes and assignments
- Delivered presentations on the Virtual Library Database, research, citing sources and MLA/APA writing formats
- Developed visual aids and flyers for various activities on campus
- Faculty supporter for the Student Ambassadors program
- Self-Study Committee Member and Writer for the ACICS Accreditation Grant Proposal during the 2011 calendar year.

WORK EXPERIENCE *continued*

Assistant Sales Leader

October 2009 – September 2010

Justice – Tween Brands Store 554, Knoxville

- Supervised sales floor and Brand Representatives
- Maintained backroom organization
- Facilitated marketing and advertising signage
- Procured office supply orders
- Aided in interviewing new hire candidates
- Handled opening and closing of the store
- Coached Brand Reps in effective customer service performance

Lead Brand Representative

February 2009 – October 2009

Justice – Tween Brands Store 554, Knoxville

- Supervised sales floor in absence of sales leaders
- Assisted sales leaders in maintaining store upkeep
- Handled opening and closing of store
- Helped in training new hires
- Operated as relief manager for surrounding stores

Seasonal Sales Associate

August 2003 – November 2009

Party City Store 54, Knoxville

- Operated as cashier and customer service representative
- Presided over the taking, filing and delivery of customer orders
- Assisted with the inventory placement, reordering and restocking of merchandise

CONFERENCE PRESENTATIONS

Hank, C., Lasley, N., Zhu, X., Shireman, K., and **Kirkpatrick, C.** (2015, November). *What We Teach: An Assessment of Graduate-Level Digital Curation Syllabi*. Poster session to be presented at the iPres 2015 Conference, Chapel Hill, North Carolina.

Kirkpatrick, C., and Ramirez, I. (2015, June). *Taking Action! Toolkit for Organizational Knowledge Transfer and SLA Student Chapter Sustainability*. Poster session presented at the 2015 Special Libraries Association Annual Conference, Boston, Massachusetts.

Hernandez, L., **Kirkpatrick, N.**, Schabowski, M., and Stillwell, K. (2015, February). *The Howard Baker Modern Political Archives: Political Cartoon Digital Collection*. Poster session presented at the University of Tennessee, College of Communication and Information 37th Annual Research Symposium, Knoxville, Tennessee.

CERTIFICATE

Collaborative Institutional Training (CITI Program) - Social and Behavioral Research, April 2014

HONORS AND AWARDS

Educator of the Month – Virginia College, Knoxville, November 2015

Shining Star Award 2014 - Virginia College, Knoxville, 2014

Bernard King Scholarship - University of Tennessee, Knoxville, 2014

Inaugural Marcellus Turner Scholarship - University of Tennessee, Knoxville, 2014

SKILLS

- **Content Management Systems:** WordPress, Greenstone, LibGuides, Drupal, Joomla, Omeka
- **Computer Applications and Programs:** Microsoft Office Word, Excel, PowerPoint, Publisher, Visio and Outlook; Adobe Photoshop CS5, Dreamweaver CC; Prezi; Axure RP7
- **eLearning Tools and Web Platforms:** Prezi, Scalar, Vimeo, YouTube, Dropbox, Google Drive/Docs, OneDrive, iCloud, Pinterst, Flickr, Flipboard, Lucidchart, SurveyMonkey, iStudiez Pro
- **eReader Applications:** iBooks, Kindle, Nook
- **Learning Management Systems:** Blackboard Learn, Canvas, Moodle, Sharepoint
- **Library Management Systems:** Library World, Follett Destiny
- **Online Conferencing Applications:** Blackboard Collaborate, Adobe Connect
- **Operating System Navigation:** Windows - XP, 7, 8, 10; Apple - macOS & iOS
- **Research Databases:** EBSCOhost, ERIC, SAGE, LexisNexis, Books24x7, eBrary, Gale InfoTrac, Gale Opposing Views in Context, ProQuest, eLibrary
- **Social Media:** Facebook, Twitter, LinkedIn, Snapchat, Pinterest

PROFESSIONAL DEVELOPMENT

Georgia International Conference on Information Literacy, 2015

TEL Workshop, 2015

Virginia College Orientation Training, 2013

ITT Ethics Certification Training, 2010 – 2013

PROFESSIONAL ASSOCIATIONS

Black Caucus of the American Library Association, 2015 – present

Special Libraries Association, 2014 – present

- President of SLA-UTK Student Chapter, 2014 – 2015

American Library Association, 2012 – present

- Vice President of ALA/TLA-UTK Student Chapter, 2014 – 2015