

# ERIN STONER

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## EDUCATION

### **NORTHERN ILLINOIS UNIVERSITY**

DEKALB, IL | MAY 2010

Bachelor of Arts in Journalism

### IN PROGRESS

### **DOMINICAN UNIVERSITY**

RIVER FOREST, IL

### **NORTHEASTERN ILLINOIS UNIVERSITY**

CHICAGO, IL | 2013

Bachelor of Science in information technology  
& Bachelor of Arts in graphic design

Expected Graduation: May 2018

Master of Library and Information Science

## HARD SKILLS

### **SOFTWARE:**

Illustrator | InDesign | Photoshop  
Premiere | Final Cut | Pro Tools | Audacity  
Corel Graphics Suite | Microsoft Office  
Mac OS | Windows OS | Google Apps  
OPACs Used: SirsiDynix / WorkFlows  
Polaris / LEAP

### **PROGRAMMING:**

HTML5 | CSS3 | JavaScript | Java  
WordPress | Drupal | MySQL | PHP

### **HARDWARE:**

Print | Scan | Copy | Fax | Cut  
Project | Connect | Record

## SOFT SKILLS

### **In the Library:**

Readers' Advisory | Outreach  
Reference | Cataloging | Story telling  
Collection Development | Marketing  
Digital Services | Adult, Teen and Youth  
Charisma | Compassion | Relatability  
Adaptability | Patience

### **Management:**

Training | Motivating | Delegating  
Presenting | Collaborating | Scheduling  
Problem Analysis | Conflict Resolution  
User Experience | Assessment | Feedback  
Troubleshooting | Critical Thinking

## LIBRARY EMPLOYMENT

### **Popular Materials Reference Assistant**

Poplar Creek Public Library District  
STREAMWOOD, IL | 5.22.17 - Present

- Develop an understanding of a diverse community to brainstorm new services or adaptations of current services
- Converse and relate to users, identifying information needs
- Fulfill study needs by locating appropriate spaces and reserving study rooms
- Market new or existing library services and resources to assist patrons
- Assist with technology projects

### **Adult Services Assistant**

Hinsdale Public Library  
HINSDALE, IL | 6.6.17 - Present

- Plan and implement technology sessions on Photoshop, WordPress, and InDesign
- Accommodate wide variety of patrons with technology projects, troubleshooting various issues, and suggesting resolutions
- Collaborate with Technology Team
- Guide users to materials and resources after careful consultation
- Create book discussion reading toolkits for book clubs

(more employment experience on pg 2)

## **Youth Services Associate**

River Forest Public Library  
RIVER FOREST, IL | 3.31.16 - 5.15.17

- Orchestrate weekly craft program, Middle School Makers
- Head weekly story time outreach with the community center
- Devise RFPL's Early Childhood Newsletter full of literacy tips for pre-readers
- Administer variety of programs bringing hundreds in attendance each
- Coordinate early chapter series book purchases to further grow the collection

## **Information Services Associate**

Melrose Park Public Library  
MELROSE PARK, IL | 5.16.16 - 5.20.17

- Built two tween programs from scratch to correlate with community trends/needs:  
    Make It @ Melrose & Tween Scene
- Aide adults and youth with every level of technical ability to fulfill required digital project outcomes
- Produce readers' advisory materials and conduct interviews in person, in chat, and on the phone
- Devised plans to fulfill reference inquiries

## **OTHER RELATED EMPLOYMENT**

### **Substitute Teacher**

Central School District 301.  
BURLINGTON, IL | 8/15 - Present

Mandi Bavaro, Human Resources  
847-464-6005  
mandi.bavaro@central301.net

- Demonstrate content across all grade levels accordingly and acclimate to an array of situations, individual potential, and special accommodations
- Preserve situations quickly, learn content on the spot, and figure out the best way to relate it to the group

### **System Specialist**

NEIU, Learning Support Center  
CHICAGO, IL | 1/14 - 6/14

Katherine Gleiss, Executive Director of the LSC  
773-442-4568 | k-gleiss@neiu.edu

- Liaison across Northeastern Illinois University's multiple campuses extending use of the TutorTrac system
- Train center administrative users and invent comprehensive system guides for practice and later set up needs
- Yield system reports proving each centers' financial need

### **Graphic Designer**

Under Advisement, LTD.  
CHICAGO, IL | 10/12 - 6/14

Kathy Morris, Owner  
312-321-9448  
kathy@underadvisement.com

- Implemented legal profession dean-level educational report
- Invent business launch promotions
- Create interactive digital / print compatible publicity brochures
- Design presentation slides for an American Bar Association web series

### **Graphic Design Internships:**

Pure Kitchen Catering  
CHICAGO, IL | 5/12 - 8/12

- Comprehend client's vision and resolve any discrepancies to design menus, promotion cards, invitations, and provide information for guests and patrons
- Develop layouts and edit photography for Chicago Social magazine advertisements

Paper Parasol Press  
CHICAGO, IL | 3/12 - 7/12

- Expedite production and organization of bulk letterpress prints
- Facilitate independent business owner / artist with client relations

Professional references available upon request.