

# Monica Garcia

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3913 NE 44th Ave, Vancouver, WA 98661

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## SENIOR PUBLIC SERVICES LIBRARIAN

Dedicated and highly skilled librarian with over 10 years of experience in public services. Passionate about supporting and empowering individuals through education and information. Seeking a position as a Digital Asset Manager to leverage my skills and expand my technical expertise.

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## KEY COMPETENCIES

Masters in Library Science and Professional Writing with experience in marketing.	Knowledge of database design and basic SQL queries. Interest in SEO and Google Analytics.	Strong interpersonal skills Proactive and self-motivated Exceptional organizational skills
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## PROFESSIONAL EXPERIENCE

### Fort Vancouver Regional Library District

#### Senior Public Services Librarian

June 2023 - Present

- Supervise and mentor four Senior Library Assistants.
  - Advocated for the creation of a monthly Sensory Storytime for neurodivergent kids.
- Develop culturally responsive programs for adult learners in English and other languages
  - Responsible for monthly programs that brought more than 500 people to the library.
- Research and respond to complex questions on a wide range of topics
  - Answering up to 65% of reference questions for the library district.
- Developing partnerships with local agencies and artists.
  - One such partnership resulted in over 50 new library card sign-ups in one day.
- Curate information in response to requests for reading suggestions in print collection and digital assets.
  - At least one monthly individual session to support patron research needs.
- Writing, editing, and organizing documentation to support projects and programs.
  - Created shared drive and documentation for library display and art teams.
- Advise digital interfaces librarian on UX and accessibility issues.
  - This month alone, I discovered and reported two user experience issues.
- Curate library art collection; maintain spreadsheets to track artists and installations.
  - Expanded our art into a third gallery space on children's floor.

### Fort Vancouver Regional Library District

#### Senior Branch Supervisor

June 2021 - June 2023

- Supervise, train, mentor, and evaluate a staff of up to six Public Service Assistants.
- Analysis of workflow; developing procedures to improve work output.
- Assist in the management of the collection including data analysis.
- Resolving patron problems with positive outcomes.
- Provide reference, reader's advisory, and technology assistance to library patrons.

### Fort Vancouver Regional Library District

#### Collections Assistant

December of 2018 - June 2021

- Proofread metadata descriptions for inconsistencies using AARC2.
- Identify and correctly classify materials in the ILS database.

**Fort Vancouver Regional Library District**  
**Senior Library Assistant**

**October 2017 - December 2018**

- Develop and implement children's programming in conjunction with the Youth Services Department.
- Coordinate and participate in community outreach activities.
- Write descriptive social media content to promote branch events.
- Collaborate with district coordinators and staff to evaluate and improve programs.

**Fort Vancouver Regional Library District**  
**Public Service Assistant**

**November 2012 - Present**

- Utilize knowledge of FVRL's collection, programs, and policies to assist patrons.
- Research library databases and collections in response to reference questions.
- Assess the quality of collection and weed books per organizational guidelines.

**Self-Employed**

**November 2012 - Present**

**Freelance writer, marketing, and social media analyst**

- Freelance Writer, Marketing, and Social Media Analyst
- Direct and coordinate marketing and communications strategies for clients
- Implement marketing plan for new book releases, non-profit events.
- Author blog posts and social media content
- Scan and edit images using Adobe Photoshop
- Using Google Analytics to develop targeted ads.

**COMMITTEES**

**Fort Vancouver Regional Library District**  
**Diversity, Equity, and Inclusion Committee**

- Helped to craft FVRLibraries Equity Statement and Lens.
- Curated a collection of digital resources on equity topics for district staff.
- Developed and delivered equity training across the library district.

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**EDUCATION**

**Master of Library Science**  
Valdosta State University

**Master of Science in Professional Writing**

**Bachelor of Arts in English Literature**  
Portland State University

**TECH SKILLS**

**Google Workspace**  
**Microsoft Office Suite**  
**Adobe Creative Suite**  
**WordPress and Drupal**  
**HTML & CSS**  
**Database Design & SQL Queries**