


Alexa G. Azzopardi

Electronic Portfolio can be found at <http://alexa-azzopardi.info>



Experience:

Librarian, Houston Community College

June 2015 - Present

- Assist students and faculty in finding material in databases, online catalog and other resources
- Teach Bibliographic Instruction (BI) classes
- Collection development in nine different subject areas
- 3D Printing
 - Manage the 3D printer at Stafford
 - Consult with students needing to print their projects for class
 - Conduct 3D printing orientations
 - Develop and teach 3D printing workshops
- Plan and execute the library's outreach events
- Developed and presented the following professional development workshops for librarians
 - Collection Development Made A Little Easier – 03-24-2023 – 1 hour
 - Designing with Adobe Express - 11-16-2022 - 2 hours
 - LifeSaver Series – State of the Library and Library Resources 2022 – 09/23/2022 – 1 hour
 - Be a Super Planner!: How to plan a whole year's activities – 07/12/2022 – 3 hours
 - LAND Conference – Promoting Student Transformation at the Community College – 02/17/2022 – 1 hour – Presenter/panelist
 - 3D Printing: Dipping your toe in the 3D printing pond (intro) – 01/12/2022 – 4 hours – Presenter
 - 3D Printing (Intermediate): Diving into using and teaching 3D Printing – 01/13/2022 – 4 hours – Presenter
 - Library Student Groups – 07/15/2021 – 1 hour
 - Library Outreach: How and Why We Do It – 07/13/2021 – 1 hour
- Library Liaison to the Manufacturing Center of Excellence
- Committee Work
 - Marketing Committee – District
 - 3D Printing – District
- Create LibGuides in responsible areas
- Faculty Advisor to the library's student group, The Library Connection (2015-2022)
- Innovation Fellowship – 2020-21
- Social Media
 - HCC Libraries
 - Currently managing the Facebook and Twitter accounts for the HCC Libraries
 - Create graphics and movies using Adobe Express and Canva
 - Schedule posts using the Adobe calendar
 - Stafford Library

- Created and managed Facebook and Twitter accounts for the Stafford Library
- Created graphics for social media.

Librarian, Washtenaw Community College

September 2008 – May 2015

- Assist students and faculty in finding material in databases, online catalog and other resources
- Teach Bibliographic Instruction (BI) classes
- Developed teaching Bibliographic Instruction classes through video conferencing
- Collection development in six different subject areas
- Teach business marketing Information seminar to small business entrepreneurs
- Provide one-on-one consultations with small business entrepreneurs
- Work with campus Small Business Entrepreneurship Center
- Create LibGuides in responsible subject areas
- Serve as LibGuide Administrator and tech support for other librarians
- Managed year-long migration of LibGuides from version 1 to version 2
- Developed video conference teaching and wrote all the supporting documentation
- Teach in-services on Open Educational Resources as well as developed and maintain OER LibGuides

Librarian, Instructor and Test Proctor, Schoolcraft College

September 2005 – December 2009

- Assist students and faculty in finding material in databases, online catalog and other resources
- Taught Bibliographic Instruction (BI) classes
- Created virtual tour for the library
- Mentored library science student
- Taught two colligate skills classes on creating electronic portfolios
- Proctored Advanced Placement testing, firefighter exam, and other online and make-up exams
- Developed curriculum and taught the “Keyboarding and Basic Word Processing” class for the *Kids on Campus* program

Librarian, Macomb Community College

2002 – 2008

- Assist students and faculty in finding material in databases, online catalog and other resources
- Teach Bibliographic Instruction (BI) classes

Librarian – Research & Advanced Engineering, Ford Motor Company

October 2007 – March 2008

- Assisted researchers at Ford Motor Company in finding materials in databases, online catalog and other resources

- Processed and managed technical reports and managed database profiles
- Worked circulation – check-in/outs, holds, overdue material

Librarian/School Media Specialist, Plymouth-Canton Community Schools

2004 – 2005

- Taught library skills for students k-5 and story time
- Support teachers and staff in their use of technology and perform first-line tech support
- Purchased books for my libraries and did collection development
- Ran two Scholastic Book Fairs
- Wrote grant for Smart Board
- Met with other district elementary librarians to support curriculum
- Web Master for school web site

Librarian/School Media Specialist, Monroe Public Schools

August 2002 – August 2004

- Elementary: Taught library skills and technology classes for students
- Ran the Media Center and Lab in two buildings.
- Instructed teachers in their use of technology and performed first-line tech support
- Purchased books for my libraries and did collection development
- Developed and maintained web sites for schools
- Participated in the District Technology, Elementary Computer Platform, and Filtering Committees
- Developed *Solar Wars* lesson and presented it to the Board of Education
- High School: Purchased and managed the audio visual collection and equipment
- Mentored a library student from Wayne State University

Additional Experience

Technology Consultant

2000 – 2010

- Assist teachers and small business owners in creating Power Point presentations, newsletters, maintain electronic grade books and provide basic tech support for computers
- Teach basic computer functions, applications, and the Internet
- Assist in computer purchase, set-up and maintenance

Computer Instructor, Technical Support & Technical Writer, Computer Confidence, Inc.

1998 - 2001

- Taught Ford Motor Company engineers and suppliers the Ford databases: WERS, GPLUS and CAX

- Assisted WERS and GPLUS users with their problems from the WERS/GPLUS Help Desk
- Wrote the online help for the WERS database

Teacher, Romulus Community Schools - 1996-1998

Teacher, JB Day Nursery & Kindergarten - 1995-1996

Teacher, Rice Consolidated Independent School District - 1994-1995

- Taught self-contained 4/5 and 6th grades with Special ED. integration and an advanced, all-day kindergarten
- Worked on school improvement and social studies committees
- Designed and wrote curriculum for the summer program Mastering the Essentials and supervised seven student teachers
- Wrote thematic curriculum and taught summer camp

Circulation Clerk, Plymouth District Library -1990-1994

Page, Taylor Community Library - 1987-1990

- Worked the circulation desk with both GEAC and Dynix circulation systems
- Processed and linked materials
- Shelved materials, shelf read, and manually processed over dues

Conferences & Presentations

- *The Library as a Hub for Student Success*, National Organization for Student Success: Michigan Chapter (NOSSMi), October 2020
- *Best Practices for Engaging Community College Students*, Texas Library Association (TLA), March 2020 (canceled due to Covid-19)
- University of Michigan's School of Information Science – Collection Development class – *Collection Development at the Community College*, January 2014 & 2015
- *The Brave New World of Free Teaching Resources – Open Educational Resources* at Washtenaw's Faculty In-service, 2013, 2014 & 2015
- Washtenaw Community College child psychology class - *Cognitive Development in the Elementary-aged Child*, October 2014
- *i-Stream Database for Faculty Development* at Schoolcraft's Faculty In-service, August, 2008
- *Using Palm Pilots for Faculty and Students* at the Michigan Developmental Consortium Conference, March 2006
- *Researching Across the Curriculum: or How to do electronic research* at the Michigan Association of Middle School Educators, March 2006
- *Solar Wars* to the Michigan Association of Media Educators, November 2004
- *Solar Wars* at the Monroe ISD Advisory Council, April 2004

- *Solar Wars* to the Michigan Association of Middle School Educators, March 2004

Education

- **Masters of Library and Information Science, Wayne State University, 2001**
 - Library and Information Science with certification as a Media Specialist - Cumulative G.P.A 3.87
- **Bachelor of Science, Eastern Michigan University, 1994**
 - Major - Earth Science
 - Minor - English Language and Literature
 - Minor - Psychology
 - Elementary Ed. Certification
- **Innovation Fellowship, Houston Community College – West Houston Institute, 2020-21**
 - 21st Century Outreach for Innovative Librarians – Individual Project
 - CERTS Innovation & Creative Mindset Certificate – Cohort Project
- **Professional Development**
 - National Organization for Student Success: Michigan Chapter (NOSSMi), October 2020
 - Library Juice Academy - 2020
 - Informal Learning
 - Leadership Communication
 - Student Staff Development
 - Attended Texas Library Association conference – 2019 & 2020
 - WordPress - 2019
 - Digital Video Storytelling - 2017
 - ALA Sign Language Class for Librarians – 2017
 - Attended American Library Association conference – 2016 & 2018
 - DHTML, Web Design – 2007
 - Introduction to Computer Networking, Adobe Illustrator - 2006
 - Various technology-based professional development classes at the k-12 level

Additional Certification

- **Michigan Teacher's Certificate – 2002**
 - Elementary k-6
 - Earth Science 6-8
 - English Language and Literature 6-8
 - School Media Specialist k-12 – ND