

LARA TAYLOR

EDUCATION

- Library and Information Science, Master's Degree, Library and Information Science, University of Southern Mississippi, May 2023
- Library and Information Science, Archive and Special Collections Certificate, University of Southern Mississippi, May 2023
- Library and Information Science, Bachelor's Degree, University of Southern Mississippi, 2021 (Highest Honors)

EXPERIENCE

- **Library Associate – Mississippi State University, 2021-Present** General library duties, book donations, and social media for Bob and Kathy Luke Architecture Library. Serve on Strategic Planning Committee, Emerging Technologies Committee (Chair), Social Media Committee, and Library Exhibits Committee.
- **Library Assistant - Choctaw County Library System, Ackerman, MS 2018-2021** Helped oversee circulation desk, inter-library loans, reader's advisory, social media, acquisitions, cataloging, and inventory. Researched genealogy requests. Maintained computers for both locations. Planned and implemented programming for all ages. Designed in-house publications.
- **Social Media Manager - Self-Employed, Ackerman, MS 2011-2019** Created and maintained social media presences, ad campaigns, and websites.
- **Service & Sales Representative - Heartland Payment Systems, Ackerman, MS 2008-2010** Service and general sales of merchants' accounts and equipment.
- **Graphics Operator / Graphics Producer - Independent Contractor, Worldwide 1992-2020** Graphics Operator / Graphics Producer for major TV networks in various sports. Gathered and organized statistics/information for national and international broadcasts.
- **Loan Processor / Office Manager - Southern Mortgage, Gulfport, MS 2002-2004** Gathered documentation/credit reports and inputted data for loan applications. General office manager duties.
- **Graphics Operator / Department Liaison - WSB-TV, Atlanta, GA 1998-1999** Graphics Operator for daily newscasts. Trained and set schedules for all graphic operators. Liaised with News Department and Creative Services Department.
- **Graphics Operator / Graphics Department Manager - WLOX-TV, Biloxi, MS 1988-1998** Graphics Operator for daily newscasts. Trained other employees in graphics and production. Coordinated communication and needs between News Department, Production Department, and Creative Services Department.
- **Master Control Operator / Camera Operator - WLOV-TV, West Point, MS 1989-1990** Managed quality control of aired programs. Camera operator/floor director for newscasts. Helped organize show library and kept up-to-date records for Neilson reports.

COMPUTER PROGRAMS and SKILLS

- Adobe Creative Suite: Photoshop, InDesign, Premiere Pro, Express
- Apache OpenOffice: Writer, Calc, Impress
- Apollo ILS by Biblionix
- Audacity
- Canva.com
- ILLiad Client
- Microsoft Suite: Word, PowerPoint, Excel, Publisher
- Paint.net
- WorkFlows by SirsiDynix
- Copibook OS Book Scanner
- Content Management Systems - BigCommerce, Joomla, Wix, WordPress
- Social Media Platforms (Facebook, Instagram, Twitter, Pinterest)
- Computer Maintenance (update software, remove viruses, replace/add components, minor repairs)

PROFESSIONAL ORGANIZATIONS

- American Library Association (ALA)
- ALA Roundtables: Sustainability RT, Intellectual Freedom RT, Library Research RT
- Mississippi Library Association (MLA)
- Association of Architectural School Librarians (AASL)
- Association of College and Research Libraries (ACRL)
- Reference and User Services Association (RUSA)
- Core: Leadership, Infrastructure, Futures
- Society of American Archivists (SAA)
- Special Libraries Association (SLA)
- Library & Information Science Student Association, University of Southern Mississippi (LISSA)
- Southern Miss Student Archivists, President (2022-2023), Vice President (2021-2022) (SMSA)

LIBRARY COMMITTEES

- MSU Libraries Strategic Planning Committee 2022-2023
- MSU Libraries Emerging Technologies Committee (Chairman) 2022-2023
- MSU Libraries Social Media Committee 2022-2023
- MSU Libraries Exhibits Committee 2022-2023

AWARDS AND SCHOLARSHIPS

- 2022 Peggy May Scholarship Award from the Mississippi Library Association
- 2022 Molline Mayfield Keyes Scholarship from the University of Southern Mississippi

SCHOLARLY PRESENTATIONS

- "SMSA's effort to engage with our future archivist." October 12, 2022. Mississippi Library Association Annual Conference
- "Low Tech in a High-Tech World" Poster Presentation - 3MT Competition. November 2-4, 2022. 3MT and the USM Graduate School

VOLUNTEER EXPERIENCE

- Adult literacy teacher, Gulfport School District, Gulfport, MS (1 year)
- Reading mentor, 28th Street Elementary, Gulfport, MS (5 years)
- Youth co-leader, Bethlehem Baptist Church, Ackerman, MS (9 years)
- Computer teacher, Christian Women's Job Corps, Ackerman, MS (3 years)

LINKS

- [facebook.com/CoffeeFuelsTheWorld](https://www.facebook.com/CoffeeFuelsTheWorld)
- Portfolio: www.coffeeandkayaks.com