

# JOHN M. JACKSON

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*DYNAMIC, RESOURCEFUL, RESULTS-ORIENTED INFORMATION PROFESSIONAL*

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## QUALIFICATIONS SUMMARY

- **FOUR YEARS EXPERIENCE WORKING FOR A LARGE, MULTI-UNIT ACADEMIC LIBRARY**
- **THREE YEARS WORKING IN AN ONLINE, COLLABORATIVE ENVIRONMENT**
- **THREE YEARS PROVIDING IN-PERSON AND VIRTUAL REFERENCE SERVICES**
- **TWO YEARS DEVELOPING WORKSHOPS, LECTURES, AND PRESENTATIONS FOR STUDENTS**

## EDUCATION

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**Master of Library and Information Science** *Dec. 2011*  
San José State University, *San José, CA*

**Master of Arts, English Literature** *May 2007*  
University of Virginia, *Charlottesville, VA*

**Bachelor of Arts, English Literature** *May 2005*  
Troy University, *Troy, AL*

## ACADEMIC EMPLOYMENT

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**Library Supervisor** *Dec. 2009-Present*  
University of Southern California, *Los Angeles, CA*

Supervised student assistants working to catalog over 60,000 unidentified monographic and serials titles in the offsite library.

- Created over 1500 bibliographic records according to AACR2 and LC standards.
- Hired, trained, and supervised over 50 student assistants engaged in cataloging tasks.
- Ensured quality control standards were met by performing daily and monthly assessment.
- Developed a student training manual and project-wide workflow documentation.

**Administrative Assistant** *Sept. 2007-Dec. 2009*  
University of Southern California, *Los Angeles, CA*

Assisted director and unit heads in maintaining daily operations, addressing problems as they arose and developing immediate, on-site solutions.

- Simplified statistical reporting process to create monthly assessments of department output.
- Tracked department spending and reconciled accounts.
- Developed and maintained department's internal website.
- Coordinated with facilities, vendors, and technical support to maintain daily operations.
- Assisted 45+ staff with computer functions, software training, and troubleshooting.

**Project Assistant** *July 2006-May 2007*  
Piers Plowman Electronic Archive, *Charlottesville, VA*

Assisted project directors in developing digital scholarly editions of textual works according to TEI standards for the Institute of Advanced Technology in the Humanities at the University of Virginia.

- Transcribed and proofread medieval manuscripts in preparation for hypertextual encoding.
- Collated and notated discrepancies between varying versions of same textual source.
- Edited and compiled textual notes for digital publication.

## PROFESSIONAL LIBRARY EXPERIENCE

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### Reference Services

2009-Present

- Provided reference assistance to students and faculty at Leavey Library and Doheny Library. (80+ hrs. annually)
- Provided virtual reference services via local IM service and OCLC QuestionPoint chat. (100+ hrs. annually)

### Libguide Development

2009-Present

- Developed research guides for a variety of topics, including: Medieval English Literature; Anglo-Saxon Studies; Robert Pinsky; Personal Information Management for students; Online Privacy; and USC events.
- Worked collaboratively to develop research guides, including: Theses and Dissertations, Scholarly Citations, and E-Books.

### Instruction

2009-Present

- Provided 50-minute Information Literacy sessions for undergraduate writing and critical thinking courses (Writing 140).
- Provided instruction session introducing new graduate students to library resources and services, entitled "Library Survival and Research."
- Developed workshops and lectures for ALA Student Chapter, ACRL New Members Discussion Group, and CLA Student Interest group.

### Electronic Theses and Dissertations Cataloging

2007-2009

- Edited and enhanced over 2300 bibliographic records according to Dublin Core metadata standards.
- Assisted graduate students in uploading documents to the USC Digital Library.
- Coordinated with USC Graduate School and the Digital Library to ensure all graduating students submitted the required information correctly.

## SKILLS

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<b>E-Learning Software:</b>	Adobe Connect, Adobe Captivate, Adobe Presenter
<b>LMS:</b>	Blackboard, Angel, D2L
<b>CMS:</b>	Wordpress, Blogger, Tumblr
<b>Other Software:</b>	Microsoft Office Suite, Adobe Photoshop, GIMP, Internet Explorer, Firefox, Google Chrome
<b>Operating Systems:</b>	Windows, Linux, Mac OS, Unix
<b>Languages:</b>	HTML/XHTML, CSS, PHP, XML
<b>ILS:</b>	SirsiDynix Unicorn and Symphony
<b>Cataloging/Metadata:</b>	MARC21, Dublin Core, Library of Congress, Dewey Decimal

## PUBLICATIONS

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Jackson, J.M. (2011, March). Review of Peter Beal's *Dictionary of English Manuscript Terminology, 1450-2000* (Oxford University Press, 2009). *College & Research Libraries*, 72(2), 192-193.

Jackson, J.M. (2011, January). Getting the most out of graduate school: Building communities online. *SLIS Descriptor*. Available at <http://slisdescriptor.blogspot.com/2011/01/getting-most-out-of-graduate-school.html>

Jackson, J. (2010). The humanities crisis in academia. *SLIS Descriptor*, 6(6), 2-3.

## **PRESENTATIONS AND PROFESSIONAL CONFERENCE EXPERIENCE**

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- The Library 2.011 Worldwide Virtual Conference, November 2-4, 2011  
*Panel Moderator: Riding the Long Tail: Leveraging a Niche to Build a Network*
- The &Now Festival of New Writing, San Diego, CA, October 13-15, 2011:  
*Panelist: "Library Innoventions"*
- The American Library Association Annual Conference, New Orleans, Louisiana.  
June 23-23, 2011  
*Student-to-Staff program representative for San José State University*
- Grow Thyself: Making the Transition from Student to Professional, University of  
California Los Angeles, Los Angeles, California, June 3, 2011  
*Panelist and workshop presenter*
- The American Library Association Mid-winter Conference, San Diego, California.  
January 7-11, 2011  
*Co-coordinated panel for ACRL New Members Discussion Group on "Personal  
Branding for New Librarians."*
- The American Library Association Annual Conference, Washington, D.C.  
June 24-29, 2010  
*Student Volunteer Assistant, ALA Unconference*
- The 42nd International Congress on Medieval Studies, Western Michigan University,  
Kalamazoo, Michigan, May 10-13, 2007  
*Paper: "Vertiginous Possibilities: Metonymy in Chaucer's Canterbury Tales"*
- The South Central Modern Language Association, Dallas, Texas, October 26-28, 2006  
*Paper: "'In the Desert of Lybye': Chaucer and the Medieval Desert"*
- The 38th International Congress on Medieval Studies, Western Michigan University,  
Kalamazoo, Michigan, May 8-11, 2003  
*Paper: "Queen Elizabeth I: An Intellectual in Her Times"*

## **CURRENT PROFESSIONAL MEMBERSHIP**

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<b>California Academic and Research Libraries Association</b>	<i>2011-Present</i>
<b>Association of College and Research Libraries</b> Literatures in English Section Instruction Section University Libraries Section	<i>2010-Present</i>
<b>ALA New Members Round Table</b>	<i>2010-Present</i>
<b>American Library Association</b>	<i>2009-Present</i>

## **SERVICE TO THE PROFESSION**

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<b>ACRL 2013 Conference Innovations Committee, Member</b>	<i>2011-2013</i>
<b>ALA New Members Round Table Footnotes Committee, Member</b>	<i>July 2010-Present</i>
<b>ACRL New Members Discussion Group, Event Co-Coordinator</b>	<i>July 2010-Present</i>

## **SERVICE TO THE UNIVERSITY OF SOUTHERN CALIFORNIA**

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<b>Strategic Plan Task Force: Discoverability 1, Member</b>	<i>2011-present</i>
<b>Search Committee for Technical Services Head of Cataloging, Member</b>	<i>2010</i>
<b>Professional Development Committee, Member</b>	<i>2009-Present</i>
<b>USC Libraries Strategic Planning Group, Member</b>	<i>2009-2010</i>

## **SERVICE TO SAN JOSÉ STATE UNIVERISTY**

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<b>SJSU Student-to-Staff Representative to ALA Annual</b>	<i>2011</i>
<b>Program Coordinator, ALA Student Chapter</b>	<i>2010-2011</i>

## **SERVICE TO THE LOS ANGELES COMMUNITY**

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<b>Los Angeles City Historical Society</b> <i>Board Member and Website Administrator</i>	<i>2010-Present</i>
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## **PROFESSIONAL DEVELOPMENT**

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### **Defining Excellence in Academic Librarianship**

University of Southern California, Los Angeles, CA, Summer-Fall, 2011.

### **NACO Training for OCLC Libraries**

University of Southern California, Los Angeles, CA, March 14-18, 2011.

### **Managing Conflict**

University of Southern California, Los Angeles, CA, July 16, 2010.

### **Project Management: The Basics**

University of Southern California, Los Angeles, CA, June 15, 2010.

### **What, When and How to Bind: Commercial Library Binding Basics**

Arcadia Public Library, Arcadia, CA, May 14, 2010.