

Shari Speller

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Professional Experience

Atlanta-Fulton Public Library System

Project Manager, Millennial Eyes - October 2017– Present

- Planned and implemented project for Millennial Eyes.
- Defined Millennial Eyes objective, goals and curriculum.
- Outlined project plan and required equipment.
- Recruited in-house partners within Library system for project team.
- Created and managed budget for equipment and food.
- Allocated project resources; talked terms with vendors for educational discounts.
- Created training schedules and project timelines.
- Supported and directed team with regular communication.
- Monitored weekly reports/ updates on project progress.
- Presented to Atlanta Fulton Public Library Board Members reports on progress and goals of Millennial Eyes.
- Implemented and managed change to meet project goals.
- Evaluated potential success for project and future community involvement.

Library Associate, Sandy Springs Regional Branch Library - December 2015– Present

- Represented the face of the library on social media, via Instagram presence.
- Created and monitored branch presence on social media.
- Took photographs of library displays for the use of branch social media account; Instagram.
- Wrote and edited press information and proclamations of library programs and special events.
- Assisted in planning, developing, and implementing programs and workshops.
- Assisted library patrons by responding to inquiries and providing ready reference service; eBooks, digital resources, etc.
- Participated in drafting renovation design, and made recommendations as required.
- Planned and prepared displays for the general public which helped boost circulation by 11%.
- Interpreted and enforced library rules, policies, and procedures for library patrons.
- Performed computer data entry with the SirsiDynix system.

Library Assistant Senior, Northside Branch Library –June 2013– December 2015

- Entered data into computer to create records.
- Monitored the circulation desk and cash register.
- Coordinated the checkout of books and materials.
- Assisted with displays and bulletin boards.
- Negotiated patron accounts and fine/fee issues.
- Scheduled and provided training to part time library staff as required.
- Checked out material to users and received returned material.
- Processed and prepared books for distribution by stamping, repairing, and mending, inventorying, and cataloging books.
- Assisted with tracking work orders.

Library Assistant, Northside Branch Library- August 2011 – June 2013

- Shelves returned materials and maintained shelf order of materials.
- Staffed circulation desk, registered borrowers and voters, and checked out materials.
- Received materials returned from users, assessed and cleared fines, and processes holds.
- Maintained supplies for assigned area.

- Answered incoming telephone calls, responded to customer inquiries.
- Searched shelves for book holds.
- Processed and/or delivered mail.
- Repaired and mended library materials.

Bright Horizon Family Solutions

Administrative Assistant, Covington Kids - May 2006 – May 2009

- Managed the business, computer and communications functions of the center.
- Organized and operated the center's office systems.
- Updated and maintained center files in an orderly manner in accordance with state and federal regulations and within Bright Horizons Family Solutions guidelines.
- Provided all necessary reports and paperwork as needed.
- Coordinated and distributed center correspondence.
- Coordinated Scholastic Book Fairs quarterly.
- Answered all calls in a courteous manner, route calls, take messages and provided information to customers.
- Supported the leadership and administrative team.

Programming and Software Skills

- Experienced with SirsiDynix, cataloging, circulation and RFID
- Knowledge of Dewey Decimal system
- Databases: GALILEO resources, Academic Search Premier (EBSCO), JSTOR, WorldCat (OCLC), RefUSA, Mango Languages, Novelist
- E-book savvy: Overdrive Media Console, Nook, Kindle, Android, iPad, iPhone
- Languages: Native English speaker, novice level reading and speaking Spanish, novice level speaking American Sign Language

Accomplishments

- 2018 Winner of the Fox Mini Grant "Millennial Eyes"
- Georgia State University's Deans List for the 2015 semester; semester GPA of 3.5
- 2009 Fox Searchlight Summer Intern
- Published two articles with G.O.O.D.S online magazine

Education

B.A. in Film Studies— Georgia State University, Atlanta, GA ▪ 2016