

Elizabeth Cashman

Outreach and Development Coordinator
Monroe Library, Loyola University New Orleans
6363 St. Charles Avenue, Campus Box 198, New Orleans, LA 70118

EDUCATION

Master of Library and Information Studies, McGill University, April 2009

Bachelor of Arts, Philosophy, Cum Laude, University of Massachusetts, 2005

PROFESSIONAL EXPERIENCE

Loyola University's Monroe Library, New Orleans, LA – Outreach and Development Coordinator

June 2009 – Present

- Coordinate the library's outreach, development, and fundraising activities
- Act as a liaison between the Division of Institutional Advancement and the Monroe Library
- Support the work of the Library Visiting Committee

Jewish Public Library - Practicum Student

January 2009 - April 2009

- Cataloged donations and special collections material (Irving Layton collection)
- Performed reference duties

McGill University Library Collection Services- Cutter Reclassification Assistant

May 2008 – April 2009

- Reclassified library's Cutter Collection to Library of Congress classification system
- Edited bibliographic records in library's OPAC using MARC coding

McGill University Library Collection Services- Cutter Collection Assistant

February 2008 - May 2008

- Assisted with collection development decisions by performing preliminary research using OCLC

Easthampton Public Library- General Volunteer

January 2007-April 2007

- Re-shelved books, made patron phone calls, assisted with Interlibrary Loan procedures

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OTHER EXPERIENCE

Berkshire Hills Music Academy- Resident Assistant

January 2007 - August 2007

- Provided supervision to students with developmental disabilities living at the facility during school day

Common Ground Collective – Work Crew Leader (volunteer)

January -July 2006

- Helped to rebuild homes in the New Orleans area following Hurricane Katrina
- Coordinated and supervised volunteers

Alternative Spring Break Program – Course Facilitator

Fall 2003 – Spring 2005

- Developed curricula, facilitated and provided grades for two college courses consisting of 8-10 students
- Developed and executed yearly fund-raising projects to finance program
- Made contacts with local organizations to plan and lead two week-long service trips to the southern United States

Jessie's House- After-School Program Coordinator (volunteer)

Fall 2004

- Developed after-school homework help program for up to 15 children living at a homeless shelter
- Planned daily activities for children
- Recruited and supervised 10 volunteers

Americorps VISTA- Summer Associate

Summer 2004

- Developed and facilitated a summer literacy program for 8-15 children living in a local homeless shelter
- Worked with shelter staff to create an appropriate literacy curriculum for children aged 4-16
- Recruited volunteers
- Worked on fundraising projects to support the shelter

COMPUTER SKILLS

- Proficiency in Microsoft Office
- Web page development (XHTML, CSS)