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PLEASE [CONTACT ME](#) FOR ADDITIONAL INFORMATION.

## MELISSA FORTSON

### EDUCATION

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Master of Library & Information Studies, The University of Alabama, 2009

Bachelor of Arts, English, Sewanee: The University of the South, 2001  
Teacher Education Program (Endorsement in English 7-12)

#### Relevant Coursework:

Anthropology of Education	Academic Libraries	Library User Instruction
History of American Education	Cataloging and Classification	Metadata Management & Control
Methods and Materials of Teaching	Information Resources--Sciences	Organization of Information
Psychological Foundations of Education	Information Sources & Services	Research Methods
	Information Technology	Special Libraries & Information Centers
	Law Libraries & Legal Resources	

### PROFESSIONAL EXPERIENCE

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#### ACADEMIC COORDINATOR

Virginia College Online Division, January 2010-present

- Oversees virtual classroom operations of a private, for-profit career college.
- Publishes, edits, and maintains online course content.
- Supports faculty in the delivery of web-based instruction.
- Monitors, analyzes, and reports faculty performance.
- Serves as liaison among students, instructors, and institutional student services.

#### LIBRARY ASSISTANT

Talking Books & Braille Library, Tuscaloosa Public Library, 2009

- Oversaw the daily operations of a countywide Subregional Library for the Blind and Physically Handicapped [sic], serving patrons unable to access traditional print materials due to a visual or physical disability.
- Conducted all library operations: information services, acquisitions, technical services, interlibrary loan, and maintenance of the library's collection of Braille, audio cassette, and digital materials.
- Initiated a large-scale weeding and inventory project.

#### STUDENT ASSISTANT

Cataloging & Metadata Services, University of Alabama Libraries, 2009

- Prepared books, audiovisual, and other materials for circulation by applying call number labels and stamps and inserting security devices.
- Assisted with repair and other projects as needed.

LIBRARY INTERN

Brewer-Porch Children's Center, 2009

- Served as the sole librarian for the center.
- Responsible for all library operations, including materials selection, circulation, and cataloging activities.
- Facilitated scheduled group library visits and kept "drop-in" hours to assist students and staff with the utilization of library resources.
- Provided research assistance and developed a web-based collection of reference and instructional materials.

GRADUATE TEACHING ASSISTANT

University of Alabama Libraries, 2008-2009

- Assisted the Cataloging & Metadata Services department with routine copy-cataloging and database maintenance.
- Inventoried the library's serial holdings, correcting holdings and item information in the Voyager integrated library system.
- Maintained statistics and assisted with other projects as needed.

INFORMATION & REFERRAL SPECIALIST/PROGRAM COORDINATOR

Tennessee Disability Pathfinder, Vanderbilt Kennedy Center, 2005-2008

- Assisted callers with disability information and services.
- Researched and evaluated community services and systems.
- Maintained program websites and web-based resource directory.
- Developed instructional modules and workshop materials.
- Provided training to consumers, families, center staff, and community partners.
- Oversaw statewide community outreach activities.
- Worked cooperatively with community partners through board representation, committee participation, and informal collaboration.
- Researched and wrote articles for *Breaking Ground*, the newsletter of the TN Council on Developmental Disabilities.
- Wrote and disseminated program newsletter and mailings.
- Supervised staff, students and interns.
- Assessed and reported program service delivery.
- Provided office and administrative coverage and support.

INFORMATION & RESOURCE SPECIALIST

Greater Nashville Area Agency on Aging & Disability, 2003-2005

- Provided comprehensive information, referral, and assistance.
- Maintained resource database and researched community services.
- Participated in community and professional partnerships.

OUTREACH WORKER, YWCA Domestic Violence Center, 2003

FAMILY SUPPORT COUNSELOR, Prevent Child Abuse TN, 2002-2003

FAMILY HEALTH EDUCATOR, Nashville Health Corps/AmeriCorps, 2001-2002

## TECHNICAL SKILLS

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Skilled in desktop utilities and software, including word processing, spreadsheet, database, and publishing. Fluent in library, information, electronic learning, content management, and web authoring applications. Advanced user of Internet and "Web 2.0" applications, including blogging platforms and instant messaging, mashups, microblogging, RSS, browser-based screencasting, and social bookmarking, cataloging, and networking tools.

### Selected Software:

#### Library & Information

- Connexion (OCLC)
- CONTENTdm (OCLC)
- IRis (Bowman Systems)
- Horizon (SirsiDynix)
- READS (integrated library system)
- RefWorks (ProQuest)
- Resource Mate (Jaywil Software Development)
- Voyager (Ex Libris)

#### Electronic Learning

- Adobe Captivate
- Blackboard Learning System
- Moodle
- Pearson eCollege
- Wimba Classroom

#### Web Authoring & Content Management

- Adobe GoLive
- Site Mason
- Wordpress

## SELECTED PROFESSIONAL ACTIVITIES

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### HONORS & AWARDS

Inductee, Beta Phi Mu Beta Kappa Chapter, 2010

H.W. Wilson Foundation Scholarship, Graduate Assistantship, Endowed Scholarship  
The University of Alabama School of Library & Information Studies, 2008-2009

Mayor's Advisory Committee for People With Disabilities Professional Award, 2004

### MEMBERSHIPS

Alabama Library Association (ALLA)

American Library Association (ALA)

New Members Round Table

Social Responsibilities Round Table

Association of Specialized & Cooperative Library Agencies (ASCLA)

Libraries Serving Special Populations Section

Membership Promotion Committee

Alliance of Information & Referral Systems (AIRS)

### PRESENTATIONS/PUBLICATIONS

"The Disability Experience in a Post-2.0 World: Implications for Libraries." Submitted for presentation at the Mississippi State University Libraries Emerging Technologies Summit, September 2010.

"Access to Electronic Resources and Patrons with Disabilities." Presented at the Alabama Library Association Annual Convention, April 2010.

"The Brewer-Porch Children's Center Library Initiative: Serving the Needs of a Specialized Community Through Communication and Collection Building." Poster presented with co-author Jane C. Daugherty at the Alabama Library Association Annual Convention, April 2009.

REFERENCES AVAILABLE UPON REQUEST.