

Sarah E. Davis

Sarah.E.Davis42@gmail.com

Education **University of Oklahoma-Tulsa**

Pursuing Master's in Library and Information Studies

Anticipated Graduation: May 2019

John Brown University (JBU)

Bachelor of Science in Children and Family Ministries with a minor in Intercultural Studies

Matriculated with Presidential Honors, Cum Laude: May 8, 2010

Language **Roca Blanca Spanish Language School, Oaxaca, Mexico** August 2013-March 2014

Education Graduated from a four-level Spanish language immersion program

Professional **Tulsa City-County Library (TCCL) at Herman and Kate Kaiser Library (HKK)**

Experience *Youth Librarian* Sept 2017-present

Plan and implement all programming for children ages 0-12 at the branch

Coordinate the HKK Build A Reader (BAR) Center programming, including leading BAR Storytime: Family and BAR 1-2-3 Play With Me Parent/Child Workshops, curating a dedicated play area, and maintaining a parenting book collection.

Lead programs for elementary-age children, including PAWS for Reading and Write Time

Manage the implementation of TCCL's Children's Summer Reading program and the Books to Treasure program for 2nd graders.

Assist in leadership of branch as one of four "People in Charge"

Offer Book-A-Librarian appointments assisting customers with digital downloads and other library tasks

Participate in TCCL teams and committees, including the Kids Read Project (developing Readers' Advisory service for kids), Staff Association Executive Council, and Hispanic Heritage Month Committee

Mentor staff working in children's services at other TCCL branches

Tulsa City-County Library at Martin Regional Library (MR)

Bilingual Children's Library Associate March 2015-Sept 2017

Planned and led weekly Bilingual Storytime for children ages zero to five

Assisted MR Children's Area Supervisor and Hispanic Resource Center (HRC) Coordinator

Planned and led elementary STEAM programs on school breaks

Visited local schools for library outreach

Managed Teen Team volunteer program at MR

Led two Family Place Library workshops for Spanish-speaking families in conjunction with the Power of Families Project

Provided excellent customer service to library patrons, including technology support, reference and reader's advisory, and other needs as they arise

Bilingual Library Associate July 2014-March 2015

Taught twice monthly basic computer classes in Spanish and English

Supported library customers with a variety of needs, including: solving computer and printing problems, selecting and finding library materials, demonstrating how to access library materials on e-devices, placing holds, answering various reference questions

Assisted the HRC Coordinator with projects: archiving Oklahoma Driver's Manual in Spanish in PDF format, managing online HRC Research Guide, maintaining HRC collection

Bilingual Circulation Clerk April 2014-July 2014

Assisted library customers, assessed condition of returning items, shelved materials, maintained spreadsheets for meeting room attendance tracking

The Little Light House (LLH) in Tulsa, OK

Community Outreach Coordinator

July 2012-June 2013

Promoted the Little Light House's mission, students, events, and fundraisers to the Tulsa community as part of the LLH Department of Development

Created content to share on LLH social media, maintained the LLH's social media accounts, managed the LLH website and blog, prepared press releases, assisted at LLH programs and fundraisers, and completed research and proposals for grants

Classroom Associate Teacher

August 2010-July 2012

Co-taught a classroom with nine students with special needs from ages 3-6

Duties included teaching, assisting in lesson preparation, and maintaining the classroom

Curriculum Assistant

May 2008-June 2013

Formatted the LLH's Head to Toe Heart and Soul Curriculum project (1000+ pages); now available for free at www.thelittleanchor.org/shop

Professional Member of the Oklahoma Library Association (OLA) 2016-present

Affiliations Member of American Library Association (ALA) 2017-present

Member of Association of Library Services for Children (ALSC) 2017-present

Member of National Association for Education of Young Children 2018-present

Former Member of the Power of Families Project Advisory Council 2017

(<http://csctulsa.org/the-power-of-families-project/>)

Contributing Writer at Hack Library School (<https://hacklibraryschool.com/>) 2017-present

Recent Tulsa Book Review December 2016: Review of *Unusual Chickens for the Exceptional Poultry Farmer*
Publications [https://issuu.com/1776productions/docs/tbr - december 2016](https://issuu.com/1776productions/docs/tbr_-_december_2016)

Tulsa Kids Magazine December 2015: Winter book recommendations for parents
(only available in print)

Relevant Lifelong patron of the Tulsa City-County Library System, including three summers
Experience volunteering as a Teen Team member at Martin Regional Library (2000, 2001) and Hardesty Regional Library (2002)

Experience teaching English as a Second Language

Experience researching, writing, and editing, particularly in the areas of children's ministry, special education, young adult literature, and grantwriting

Experience using and teaching others how to use Macs, PCs, e-readers, tablets, Microsoft Office Office, and social networking tools