Patrick Doyle

MEDIA CENTER COORDINATOR

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SUMMARY

Media center coordinator with 6 years in school libraries, now running a high school media center for 1,600 students with a staff of 2. Plans library instruction with teachers, oversees the collection and technology checkout, and keeps the space busy from 7 a.m. to 5 p.m. Organized, steady and easy for teachers to work with.

SKILLS

Library Instruction • Collection Development • Destiny Library Manager • Research Databases

Makerspace Programs • Device Management • Budget Management • Microsoft Office • Staff Supervision

Organizational Skills

EXPERIENCE

Media Center Coordinator 08/2022 - Present

Fall Creek Bend High School Indianapolis, IN

Coordinator of a 1,600-student high school media center and makerspace.

- Lead a media staff of **2** and 10 student aides, covering 50 open hours a week before and after school.
- Plan research lessons with 25 teachers a year and teach 80+ sessions on research databases and citation tools.
- Handle collection development and budget management for 20,000 items and $22K, adding 1,100 titles in 2025.
- Run makerspace programs with 3D printers and recording gear, drawing 1,200 student visits a semester.

Library Media Assistant 08/2020 - 07/2022

Geist Ridge Middle School Fishers, IN

Library assistant at a 1,000-student middle school.

- Processed **700+** checkouts a week in Destiny Library Manager and handled overdue notices.
- Handled device management for 1,000 student iPads, logging repairs and swaps for the technology department.
- Assisted the school librarian with 2 book fairs and a yearly reading challenge for 600 students.
- Catalogued and processed 900 new books a year, including spine labels and covers.

EDUCATION

Master of Library Science 05/2022

Indiana University Indianapolis Indianapolis, IN

School Library Media

CERTIFICATES

Indiana Instructional License, School Librarian P-12 07/2022

Indiana Department of Education