Rosa Jimenez

Media Coordinator

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SUMMARY

Licensed media coordinator with 4 years leading a middle school media center for 950 students. Teaches research and digital literacy lessons, manages a 17,000-item collection and tracks budgets and circulation data in Excel. Brings attention to detail, curiosity about new tools and strong communication skills with teachers and families.

SKILLS

- **Excel**
- **PowerPoint**
- **Microsoft Office**
- **Digital Literacy**
- **Collection Management**
- **Destiny Library Manager**
- **Canvas**
- **Research Instruction**
- **Attention to Detail**
- **Communication Skills**

EXPERIENCE

Media Coordinator 08/2022 - Present

Eno Bluff Middle School Durham, NC

Media coordinator at a 950-student grade 6-8 school.

- Teach **100+** research and digital literacy lessons a year, co-planned with English and science teachers.
- Manage a 17,000-item collection and an $18K budget, tracking orders and spending in Excel to the dollar.
- Present monthly circulation and usage reports in PowerPoint to the school improvement team.
- Train 50 staff on Microsoft Office, Canvas and the library databases through 8 short workshops a year.

Media Assistant 08/2020 - 06/2022

Occoneechee Elementary School Hillsborough, NC

Media center assistant at a K-5 school while completing a library degree.

- Processed **500+** checkouts a week and kept the collection in order with weekly shelf reading.
- Catalogued 800 new books a year in Destiny Library Manager with attention to detail on call numbers.
- Organized the school book fair, raising $6,200 for new books in 2 years.
- Led a weekly lunch reading club for 25 fourth and fifth graders.

EDUCATION

Master of Library Science 05/2022

North Carolina Central University Durham, NC

School Library Media

CERTIFICATES

Media Coordinator (076) License

North Carolina Department of Public Instruction

07/2022