

Julia Shively

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Education

Drexel University, Philadelphia PA, June 2025

MIS in Library and Information Science (ALA Accredited)

Moravian University, Bethlehem, PA, May 2023

Bachelor of Arts in English with a concentration in Writing Arts

Experience

Circulation/ Information/ Youth Services Desk Assistant, *Easton Area Public Library, Easton PA*,
May 2023- Present

- Assist in circulation of library materials and the registration of new patrons
- Assist patrons in the selection of reading material through knowledge of the collection and use of readers' advisory resources
- Assist in operational functions including shelf reading, filing, and data entry
- Compile books and other related library resources for displays
- Create engaging posters and supplementary materials for displays
- Completed library projects to further support ALA Library Bill of Rights requirements
- Fully conceptualize and implement monthly recurring library programming for ages 8 and up

Library Student Worker, *Reeves Library, Moravian University, Bethlehem, PA*,
August 2019- May 2023

- Staffed the Interlibrary Loan, Circulation, Reference and Technical Services Desks
- Assisted the Archivist to research writing and interdepartmental projects
- Effectively communicated with members of the community about different online and print resources
- Assisted students, faculty and community members in locating books and online databases
- Effectively cataloged, shelved, and organized books and journals according to library standards
- Trained on the Interlibrary Loan systems OCLC Tipasa, Palci EZ-Borrow/ Re-share

LGBTQ Library Intern *Bradbury-Sullivan LGBTQ Community Center*,
August 2022- December 2022

- Assisted in circulation of library materials and the registration of new patrons
- Organized events for the library while facilitating pre-existing weekly events held within the Community Center
- Worked with and organize a highly specific collection of books pertaining to LGBTQ literature
- Created social media posts, including graphics used for posts, events, and donor communications

Student Lab Assistant in Physics & Earth Sciences, *Moravian University, Bethlehem, PA*,
August 2021- May 2023

- Assisted students during lab exercises and activities in addition to leading peer tutoring groups and resources
- Created and edited video presentations of various lengths to be uploaded to Astronomy.org
- Provided constructive feedback to students regarding assignments in a timely manner

Textbook Manager, *Moravian Bookshop, Bethlehem, PA*,
July 2021- August 2022

- Ordered, restocked, and ensured ISBN numbers for all textbooks match adoptions
- Provided relevant customer recommendations
- Effectively and efficiently monitored store email, responding to faculty, staff, and customer questions
- Resolved customer conflicts

Skills

- Technology skills: Proficient in Evergreen/Spark, LibCal, ACCESS PA, OCLC Worldshare, Microsoft Office, Google Suite, Photoshop, Canva, Basic knowledge of OCLC Tipasa, Palci EZ-Borrow/Re-share.
- Soft skills: Personable, customer service background, adaptable, strong work ethic, great written and verbal communication skills, able to work effectively and professionally with a diverse workforce

Awards, Accomplishments, Certifications, and Organizations:

Recognizing and reporting Child Abuse: Mandated and Permissive reporting in Pennsylvania

-awarded on June 25, 2023

Trifecta Award- *Given to those who have completed the Bronze, Silver, and Gold Award during their time as a Girl Scout*

My Gold Award included setting up library programming at the Bethlehem Area Public Library over the summer of 2019 for children in grades 1-5 who needed extra math and reading help over the summer.

Presidential Award for Community Service- Gold Tier

Member of Sigma Tau Delta- English Honors Society

Member of the American Library Association (ALA) and the Pennsylvania Library Association (PaLA)