**Stephanie L. Lawson**

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**EDUCATION**

**Master of Library and Information Science**

Wayne State University, Detroit, Michigan Expected: December 2020

Concentration in children’s services and technology

**Bachelor of Science**

Rochester University, Rochester Hills, Michigan 2017

Major: Early Childhood Studies

**EXPERIENCE**

Library Assistant, Pontiac Public Library, Pontiac, Michigan 2015 to Present

* Register patrons, charge and discharge materials, manage materials under the supervision of the Circulation Librarian
* Plan and implement the Family Karaoke Night monthly
* Plan and implement programs for children and their families
* Prepare flyers and newsletter documents to promote programs and services
* Create displays quarterly
* Assisted children and adults with public computers
* Led Minecraft Club

Lead Preschool Teacher, Oakland Family Services, Pontiac, Michigan 2017 to 2019

* Taught in a class of 15 students using play-based curriculum
* Kept meticulous records of children’s progress
* Adjusted lesson plans according to individual needs of children and the classroom

Library Assistant, Lied Public Library, Essex, Iowa 2012 to 2014

* Planned programs, chose and processed books for children and teens
* Provided reference services, computer assistance, fax services, and more as needed to support the Library Director

Children’s Librarian, Ransom District Library, Plainwell, Michigan 2001 to 2004

* Planned, promoted, and implemented children’s programming
* Children’s collection development and management
* Maintained budget and records for the children’s department

**PROFESSIONAL ASSOCIATIONS & MEMBERSHIPS**

American Library Association (ALA)

* Wayne State University, Student Chapter

Michigan Library Association (MLA)

**SPECIAL SKILLS**

Operating systems: Windows

Software & Databases: Microsoft Office Suite, Office 365 (Word, Excel, Access, PowerPoint, Sway, Teams, One Note), MARC, HTML, CSS