

Alison K. Cody

Loyola/Notre Dame Library

Baltimore, MD

Public Relations/Instruction Librarian

Jan. 2008 - Present

- Planned and organized the 2010 lecture in the Contemporary Catholic Writers Series. Approximately 100 students, faculty, and community members attended.
- Assist with grantseeking activities, including program planning and proposal and application writing.
- Schedule and manage special events held at the library, focusing on the impact on students and the facility.
- Develop and implement programming for a new Friends of the Library group.
- Advertise library workshops and events to the campus communities.
- Set up SMS reference service and provided training for reference librarians.
- Assisted with setup and training for implementation of LibraryH3lp IM system.
- Teach library instruction classes for English Literature, Writing, and Communications/Marketing courses.
- Provide reference services to undergraduate and graduate students.
- Responsible for scheduling reference desk coverage.
- Updated and redesigned existing library publications and created new promotional items.

Simmons College GSLIS Publications Team

Boston, MA

Assistant to the Director of GSLIS Curriculum & Communications

9/05 to present

- Maintained <http://my.simmons.edu/gslis> and <http://www.simmons.edu/gslis>.
- Project manager for collaborative project to restructure the information architecture of the above websites during the Fall 2007 semester. See <http://gslis.simmons.edu/iaproject> for details.
- Wrote articles and profiles for *InfoLink*, the GSLIS newsletter.
- Designed and developed "InfoLink Online," a web-based supplement to *InfoLink*: <http://web.simmons.edu/~lislive/infolink>.
- Implemented RSS feeds for updates to course schedules and community events calendar.
- Developed content and structure for a web-based new students community.

Simmons College GSLIS Tech Lab

Boston, MA

Lead Technology Reference Assistant

July 2006 to Dec. 2007

- Coordinated scheduling, publicity and instructor recruitment for workshops and classes held in the lab.
- Taught workshops and tutorials as needed for the GSLIS community.
- Restructured and updated materials for a basic HTML workshop geared toward helping new students pass a technology competency requirement.
- Trained new Technology Reference Assistants.
- Additional duties as outlined below.

Technology Reference Assistant

Sept. 2005 to July 2006

- Troubleshoot hardware and software problems encountered by users.
- Developed collaborative workshop series on emerging technologies with the Simmons Chapter of the American Society for Information Science & Technology.

The Fund for Public Interest Research

Boston, MA

Writer & Senior Writer

May 2002 – April 2004

- Developed messages for several brochures for long- and short-term use by the Washington State Public Interest Research Group.
- Wrote and edited newsletters, membership renewal appeals, brochures and other publications for several other State Public Interest Research Groups.
- Edited and proofread work produced by the department.

Alison K. Cody

Professional Affiliations & Awards

- Current Vice President/President-Elect of ACRL MD (division of the Maryland Library Association).
- Reviewer for Current Cites (<http://lists.webjunction.org/currentcites/>) since October 2008.
- Named a 2008 *Library Journal* Mover & Shaker.
- Recipient of the 2008 Outstanding Information Science Student Award from Simmons GSLIS.
- Chair of the Simmons Chapter of the American Society for Information Science & Technology, December 2006 to December 2007. Vice Chair from January to November 2006.
 - Named 2007 Student Chapter of the Year (for academic year 2006 – 2007).

Posters & Presentations

- Co-Presented session: “Keep it Simple, Stupid: Free and Easy-to-Use Tech Ideas for Your Library.” Massachusetts Library Association Annual Conference, April 28, 2010.
- Taught session: “How to Run a Technology Workshop.” Simmons GSLIS Skillshare, September 22, 2007.
- Exhibited poster: “Emerging Technologies, Emerging Teachers: Collaborative Workshops at Simmons GSLIS.” American Library Association 2007 Annual Conference, June 23, 2007.
- Taught session: “Keeping Current with Emerging Technologies.” Simmons GSLIS Massachusetts School Library Association – Student Interest Group Mini-Conference, March 24, 2007.
- Exhibited poster: “Emerging Technologies, Emerging Teachers: Collaborative Workshops at Simmons GSLIS.” NorthEast Regional Computing Program (NERCOMP) 2007 Annual Conference, March 21, 2007.

Computer Skills

- Skilled with Windows XP and Mac OS X.
- Proficient with Microsoft Office Suite, including Access; Adobe Photoshop, PageMaker and Dreamweaver; FilemakerPro; SoundSlides. Familiar with Adobe Captivate, Fireworks and Freehand; Apple Garage Band and iMovie; Camtasia Studio; Quark Xpress.
- XHTML and CSS; some training in C++ and SQL.

Education

Simmons College
Graduate School of Library and Information Science
M.S. in LIS, January 2008

Boston University
College of Arts & Sciences
B.A. in English, May 2002: Magna Cum Laude

The Grantsmanship Training Center
Successfully completed one-week grant writing and program planning workshop in May 2010.