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Coordinator of Library Operations

Aura Perez

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Aura M. Perez

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EDUCATION

Master of Arts

University of South Florida, Tampa, Florida

Library and Information Science

Master of Arts

University of South Florida, Tampa, Florida

Guidance and Counseling Education

Bachelor of Arts

University of South Florida, Tampa, Florida

Interdisciplinary Social Sciences: Social Work and Women Studies

PROFESSIONAL DEVELOPMENT

University of South Florida, Tampa, Florida

Courses:

- Big Data and Learning Analytics – Summer 2019
- Instructional Graphics – Summer 2017
- Problems in Educational Data Analysis – Summer 2016
- Statistical Analysis for Educational Research II – Fall 2015
- Statistical Analysis for Educational Research I – Summer 2015

CERTIFICATION

Florida Educator Certification

Guidance & Counseling (Prekindergarten-12)

Expiration Date: 06/30/2022

EXPERIENCE

UNIVERSITY OF SOUTH FLORIDA, Tampa, Florida

October 1996-Present

- Operations Coordinator, Tampa Library-Planning and Accountability
November 2011 - Present
Collect and report library system statistics to regional and national associations; collaborate with institutional stakeholders to gather library and institutional data; conduct collection analysis; production editor to open access journals and provide institutional data analysis to library departments.
- Coordinator, Office of the Registrar
July 2011 - November 2011
Coded college major and university requirements to degree audit system; reviewed and verified program information to ensure that it met state and university requirements; conducted staff training; college liaison; course evaluator; interpreted articulation policies; managed NCAA CAi and Grade & Hours Report projects; and participated in DegreeWorks system testing.
- Coordinator, Student Information Systems (SIS)
November 2008 - July 2011
Programmed college major and university requirements to degree audit system (SASS & DegreeWorks); reviewed and verified program formation to ensure that it met state and university requirements; conducted staff training; college liaison; course evaluator; interpreted articulation policies; and participated in SASS DegreeWorks and Banner system testing.
- Coordinator, Undergraduate Studies
March 1999 - November 2008
Programmed college major and university requirements to degree audit system; reviewed and verified program information to ensure that it met state and university requirements; conducted student and staff training; college liaison; course evaluator; interpreted articulation policies; NCAA CAi and SMART Grant project management; compiled Hours-to-Degree state report; and participated in system testing.
- University Experience Instructor, College of Education
August 1997- December 2003 and August 2007- December 2007
Facilitated in goal and learning styles identification, career and major exploration, and oral presentation and writing skills; and trained on time management and locating academic resources.
- Advisor/Counselor and Instructor, Center for Academic Advising
February 1997 - March 1999
Advised undeclared and undecided students; taught the freshman orientation course; conducted student presentations; compiled data and formulated semester reports on students' advising usage; designed and implemented an advising survey on services; designed and developed databases; developed protocol and implemented advising listserv; and assisted in e-mail advising.
- Coordinator, Cooperative Education, Career Resource Center
October 1996 - February 1997
Administered, directed and marketed program; advised and monitored students; conducted presentations; created brochures and flyers; and maintained student and employer records.

AWARDS AND HONORS

- Outstanding Academic Advising Award
- Beta Phi Mu Honor Society
- Phi Kappa Phi Honor Society
- Arts & Sciences Honor Society

SKILLS

Computer Skills: Banner, DegreeWorks, Microsoft (Word, PowerPoint, Publisher, Outlook, Teams, Excel and PowerBI), Adobe (Acrobat X Pro, Illustrator, InDesign and Photoshop), HTML, SAS, SPSS, Tableau, Qualtrics, USF Web Reporting System, SAP-Business Objects, Incites, Academic Analytics, OCLC WorldShare-Analytics, Smartsheet, Zoho, EBSCOadmin, Digital Commons – bepress, ALEPH-Integrated Library System and FAST.

PUBLICATIONS

- Powers, P.S., Perez, A., Boyd, F., Rosemurgy, A. (1999). Eating pathology before and after bariatric surgery: A prospective study. *International Journal of Eating Disorders*, 25 (3), 293-300.
- Powers, P.S., Rosemurgy, A., Boyd, F., Perez, A. (1997). Outcome of gastric restriction procedures: Weight, psychiatric diagnoses, and satisfaction. *Obesity Surgery*, 7 (6), 471-477.