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Coordinator of Library Operations

Lesley Brooks

University of South Florida, lebrooks@usf.edu

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LESLEY BROOKS

(804) 441-5704 · lebrooks@usf.edu

EDUCATION

University of South Florida August 2014 – Present
Doctor of Philosophy in English Literature Tampa, FL

Virginia Commonwealth University May 2014
Master of Arts in English Richmond, VA

University of Virginia May 2012
Bachelor of Arts in English and Anthropology Charlottesville, VA

PROFESSIONAL EXPERIENCE

Digital Scholarship Services (DSS), Tampa Library, University of South Florida Aug. 2019 – Present
Coordinator of Library Operations Tampa, FL

- Communicate with and assist journal editors as in the production of their journals, including completing layouts for select journals, registering DOIs, uploading content to the Institutional Repository (IR) Scholar Commons, and other tasks
- Monitor trends in the user community, conduct regular information needs assessments, create and maintain metadata for open access content, and coordinate long-term maintenance and preservation of existing and future collections in all formats
- Participate in the exploration and growth of the library's open access publishing endeavors, including the promotion of USF's open access journals, Scholar Commons items and services, and DSS collections to faculty, students, and research communities via social media, LIB news articles, Digital Dialog posts, etc.

English Department, University of South Florida Jan. 2017 – Aug. 2019
Graduate Teaching Assistant for ENG 4674, Film and Culture Tampa, FL

- Taught argumentation, analysis, and critical thinking skills
- Maintained the Canvas course and create all materials for my section's students
- Prepared and develop materials for and lead a discussion each week, analyzing that week's film and textbook materials
- Trained new Film and Culture TAs

ABO: Interactive Journal for Women in the Arts, 1640-1830 Mar. 2016 – May 2019
Copyeditor Tampa, FL

- Edited submissions to the journal, such as articles and book reviews
- Provided grammar and structural suggestions to the author
- Formatted the submission to the journal's standards
- Fact checked each reference in the submission

Writing Studio, University of South Florida Aug. 2016 – Dec. 2016, Jan. 2018 – May 2019
Writing Studio Consultant Tampa, FL

- Conducted one-on-one consultations with undergraduate students, graduate students, and faculty from a variety of disciplines
- Worked collaboratively with the writer to improve the argumentation, organization, grammar, mechanics, and clarity of a piece of writing

English Department, University of South Florida May 2016 – Dec. 2017
Research Assistant to the Chair of the English Department Tampa, FL

- Conducted academic research for and then copyedited articles
- Analyzed data and created graphs, charts, and summaries of data
- Located bibliographic information for references

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- English Department, University of South Florida
First Year Composition Instructor, ENC 1101 and ENC 1102 Aug. 2014 – May 2016
Tampa, FL
- Taught first-year students three types of written argumentation
 - Promoted analytical skills, critical thinking, and research skills
- English Department, Virginia Commonwealth University
Focus Inquiry Instructor, UNIV 200 Jan. 2014 – May 2014
Richmond, VA
- Taught first-year students valuable critical thinking, written and oral communication, and research skills
- Writing Center, Virginia Commonwealth University
Writing Center Consultant Aug. 2013 – May 2014
Richmond, VA
- Conducted one-on-one consultations with undergraduate students, graduate students, and faculty from a variety of disciplines to improve the argumentation, organization, grammar, mechanics, and clarity of a piece of writing
- Magnolia Grange Museum House
Docent and Occasional Weekend Curator July 2013 – July 2014
Chesterfield, VA
- Conducted tours of the museum
 - Managed and organized volunteers during large events
- Residence Life, University of Virginia
Resident Advisor (RA) for First-Year dorms Aug. 2010 – May 2012
Charlottesville, VA
- Served as a mentor, friend, mediator, and role model for residents while creating a community atmosphere for my residents and maintaining the rules and regulations of Residence Life and the University of Virginia
 - Created and conducted twelve programs for my residents a year, including one for each of the six programming categories; Social Development, Academic & Intellectual Inquiry, Multicultural Awareness, Community Outreach, Personal Enrichment, and Health & Wellness

LEADERSHIP EXPERIENCE & SERVICE

- USF Tampa Library, University of South Florida
2020 Scholarship Selection Committee Jan. 2020 – Present
Tampa, FL
- Writing Studio, University of South Florida
Interactivity Committee Coordinator Aug. 2018– May 2019
Tampa, FL
- USF English Department Undergraduate Mentoring Program
Program Coordinator Mar. 2016 – May 2017
Tampa, FL
- USF English Department Undergraduate Mentoring Program
Mentor Aug. 2015 – Dec. 2016
Tampa, FL
- USF English Graduate Student Association
Fall Conference Coordinator May 2015 – May 2016
Tampa, FL
- USF Bullitizter Committee, English Department
Committee Member Jan. 2015 – May 2015
Tampa, FL
- VCU Graduate English and MATX Research Forum
Organizer and Presenter 2013 – 2014
Richmond, VA
- Magnolia Grange Museum House
Docent and Costumed Interpreter Volunteer for Magnolia Grange Museum House 2005 – 2014
Chesterfield, VA

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Madison House Medical Services
*Head Program Director for all student volunteers at University of
Virginia Hospital, Martha Jefferson Hospital, and Charlottesville Free Clinics*

May 2011 – May 2012
Charlottesville, VA

Madison House Medical Services
Program Director, University of Virginia Hospital Cancer Center

Aug. 2010 – May 2011
Charlottesville, VA

Madison House Medical Services Aug. 2009 – May 2011
Student Volunteer, University of Virginia Hospital Cancer Center Charlottesville, VA

AWARDS & SKILLS

- Writing Studio Consultant of the Semester, 2019
- Irving Deer Memorial Scholarship, 2018
- Proficient in Microsoft Office suite
- Proficient in InDesign and Photoshop
- Proficient in Google apps and forms