

# Caitlin C. Williams

## Education

**The University of Alabama;** Tuscaloosa, AL

Master of Library and Information Studies

December 2022

- Omega Nu Lambda National Honor Society

**Michigan State University;** East Lansing, MI

Bachelor of Science, Family and Community Services

August 2012

- Concentration in Child and Youth Development

## Professional Experience

CHILDREN'S LIBRARIAN

**Kinnelon Public Library,** Kinnelon, NJ

January 2023 – Present

- Assist children, parents, and caregivers to find age-appropriate materials. Provides reader's advisory service to connect youth to books matching their interests and reading levels.
- Charge and discharge materials, place holds, shelve materials in alphabetical order or Dewey Decimal order, straighten shelves, curate displays, package and unpackage materials for interlibrary transfers and assist patrons in the use of library resources and equipment.
- Ensures the library's collections include relevant print and digital resources aimed at the specific interests and needs of the parents and youth.
- Support the development and implementation of children, teen, and family programs and special events including story times, STEAM programs, family craft events, and Summer Reading Program.
- Responsible for the assigned materials and programming budget, grant writing, and allocating funds appropriately to serve the community.

CHILDREN'S LIBRARY ASSISTANT

**Denville Public Library,** Denville, NJ

March 2022 – December 2022

- Assisted children, parents, and caregivers to find age-appropriate materials.
- Charged and discharged materials, placed holds, shelved materials in alphabetical order or Dewey Decimal order, straightened shelves, curated displays, packaged and unpackaged materials for interlibrary transfers and assisted patrons in the use of library resources and equipment.
- Supported the development and implementation of children, teen, and family programs and special events as assigned by the Youth Services Librarian including story times, STEAM programs, family craft events, Summer Reading Program activities, and teen nights.
- Promoted library events through themed decorations and posts on social media platforms.

CIRCULATION ASSISTANT

**Denville Public Library,** Denville, NJ

September 2020 – March 2022

- Communicate with the library patrons both in-person and on the phone. Provide excellent customer service skills, be detail-oriented, and can make quick decisions to resolve conflicts with unflappable composure.
- Charge and discharge materials, place holds, shelve materials in alphabetical order or Dewey Decimal order, straighten shelves, package and unpackage materials for interlibrary transfers, issue library cards, and assist patrons in the use of library resources and equipment.

## Caitlin C. Williams

- Aide reference and children's departments in planning and executing programs for patrons and families.

### EMERGENCY MEDICAL TECHNICIAN

#### **Atlantic Mobile Health, Atlantic Health Systems**

December 2016 – July 2021

- Certified by the New Jersey Office of Emergency Management after attending a 220- hour course August – December 2015.
- Proficient in procedures and skills that are non-invasive such as bleeding control, positive pressure ventilation with a bag valve mask, oropharyngeal airway, nasopharyngeal airway, supplemental oxygen administration, pulse oximetry, oral suctioning, cardio-pulmonary resuscitation (CPR), use of an automated external defibrillator (AED), splinting (including full spinal immobilization), and basic medication administration (such as epinephrine auto-injectors, oral glucose, aspirin, nitroglycerin, and albuterol).
- Trained to respond quickly to emergency situations regarding medical issues, traumatic injuries, and accident scenes.
- Able to work with other emergency responders such as law, fire, Paramedics, etc. in times of need.
- CPR/AED certified by the American Heart Association.
- Specialty Care Transport EMT- worked alongside a nurse to transport critically ill patients interfacility.
- Maintained certification by attending 24 hours of continued education credit classes and 24 hours of BLS skill refresher classes every three years.

### PRESCHOOL THREE LEAD TEACHER

#### **Richard F. Blake Children's Center**; Cedar Knolls, NJ

May 2012 – November 2016

- Began as a center substitute, filling in as the teacher in the absence of the teacher for all age groups during my internship through August. Was hired full-time upon graduation.
- Served as one of the primary teachers of children ages 4 ½ - 6, and responsible for leading an assistant and two teachers. Prior to moving to that age range, was accountable in the same manner for the children in the 2 ½ - 3 ½ age group.
- Worked cooperatively with parents and other staff members to provide an inspiring learning environment for children in various family dynamics.
- Oversaw the curriculum, lesson plans, and day-to-day activities of the children at the "Preschool Three Level" to ensure they were developmentally appropriate. Prior to that was the same role at the "Preschool One Level".
- Took charge in the absence of the directors in emergency situations.

### **Additional Experience**

### EMERGENCY MEDICAL TECHNICIAN

#### **Cedar Knolls Fire Department**; Cedar Knolls, NJ

May 2015 – Present

- Sunday Crew Chief 2018 - 2021: in charge of managing several EMTs including the transition between crews and shifts changes, ensuring accurate training and understanding of department protocols. Resolve conflicts and maintain communication between the crew and the department leadership.
- Executive Board Corresponding Secretary 2018 - 2021: provided a report of all donations and correspondence received at monthly meetings, aided in decisions when needed, and provided communication to the public in the form of donation letters, thank yous, public awareness campaigns, and advertisement for events.