

# Ann C. Rox

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## Education

M. S. Information Sciences with School Library Information Specialist endorsement  
University of Tennessee, Knoxville, TN May 2003

B. A. English  
University of Virginia May 1985

## Library Experience

### *Library Assistant*

Richmont Graduate University Chattanooga, TN July 2023 – present

- Assist patrons
- Catalog resources
- Read shelves and inventory the collection
- Manage graduate assistants
- Fill inter-library loan requests
- Assist with collections research and development
- Compile bibliographies and provide research assistance

### *Librarian*

Brown Middle School Harrison, TN July 2018 – June 2023

- Manage Library: order and catalog books, process reserves, check out books, read shelves, and inventory the collection 2018 – 2023
- Teach Video Announcement class 2022 – 2023
- Teach Newspaper class 2020 – 2023
- Green Car sponsor 2021 – 2023
- Technology Contact 2022 – 2023
- Taught RTI reading and math classes, online and in person 2019 – 2020
- Taught Computer Technology class 2018 – 2019
- Webmaster, Student Technology Support, Fixed Assets 2018 – 2023
- HCS EdConnect Point of Contact, Grant Writer 2021 – 2023

East Lake Academy of Fine Arts Chattanooga, TN 2015 – 2018

- Manage Library: order and catalog books, process reserves, check out books, read shelves, and inventory the collection 2015 – 2018
- Robotics team and Green Car sponsor 2017 – 2018
- Related Arts Team Co-leader 2016 – 2018
- HCDE Library Leadership Team 2016 – 2017

Ooltewah High School	Ooltewah, TN	2003 – 2015
<ul style="list-style-type: none"> <li>● Manage Library: order and catalog books, check out books, read shelves, inventory the collection, coordinate duties with co-librarian, supervise student aides</li> </ul>		2003 – 2015
<ul style="list-style-type: none"> <li>● Taught Resume Writing and Technology Skills</li> </ul>		2008 – 2015
<ul style="list-style-type: none"> <li>● Taught Research Skills and Source Selection</li> </ul>		2003 – 2015
<ul style="list-style-type: none"> <li>● School Technology Contact</li> </ul>		2006 – 2015
<ul style="list-style-type: none"> <li>● Member of School Leadership Team</li> </ul>		2005 – 2015

## **Skills**

- Proficient with Windows Operating Systems, including troubleshooting software and hardware problems
- Proficient with Microsoft Office (Word, Powerpoint, Excel), Google apps, and various education software technologies
- Experience with various automated library catalog programs
- Experience with Apple systems
- Grant writing: awarded grant from Community Foundation of Greater Chattanooga (2014), NEA Read Across America Library Grant (2015) and Delta Dental Water is Cool (2022). Assisted three teachers and my current administrator in successfully writing grants awarded by the district and by Public Education Foundation.
- Technology troubleshooting
- Experience with online teaching using asynchronous methods, such as Canvas, and synchronous methods using Zoom