

Erin Voorheis
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Professional Summary

Working with children is one of my strengths. I am adept at creating a welcoming library space for them while setting appropriate behavioral expectations. I am a comfortable and confident leader due to my experience managing teams, from groups of library volunteers to team members in an at-home business. I possess strong organizational skills honed from tracking training programs and networking contacts for incoming refugees, organizing a 4,000-book library, and publishing my late father's manuscript in under three months.

Education

Old Dominion University, Norfolk, VA

Master of Library Science December 2024

Concentrations: School Librarianship and Secondary Education Professional Studies GPA: 4.0

Relevant courses: Library Management & Leadership, Knowledge Resources & Collections

Washington State University

Bachelor of Arts, May 1991 English/Business

GPA: 3.89, Honors College, *cum laude*, Phi Beta Kappa Scholar

Related Experience

Library Assistant

Loudoun County Public Schools, River Bend Middle School August 2022-present

- Implement collection inventory by removing outdated and damaged books, and organize books by dynamic shelving to increase readership
- Design educational activities for students and staff that support classroom curriculum
- Welcome students and staff to accommodate use of library facilities including locating materials, using makerspace and game area, as well as accessing meeting space

Head Librarian (Volunteer)

Christ the Redeemer Catholic Church, Sterling, VA. June-August 2022

- Assembled and led a team of six volunteers to reorganize and catalog a 4,000-book library
- Cataloged, labeled, weeded, and shelved books for the parish library

Teacher Assistant

Loudoun County Public Schools, Independence High School September 2019-August 2022

- Assist special education students in self-contained and general education classrooms with read-aloud assignments, behavioral issues, and instruction
- Partner with a variety of classrooms teachers to ensure a seamless delivery of classroom instruction based on the needs of the students
- Collect data on behavioral and instructional metrics for special education students

Substitute Teacher

Loudoun County Public Schools

August 2018-September 2019

- Supervise classrooms of 5 to 30 students at elementary school, middle school, or high school levels
- Teach in mainstream classrooms, English as a Learned Language classrooms, Special Education, and Intellectually Disabled classrooms

Additional Experience

Freelance Writer and Editor

Leesburg, VA

December 1999 - Present

Research and write unique content for newsletters, blogs, and websites

- Edit and proofread content for websites, presentations, articles, brochures, and manuals
- Edited and published my late father's manuscript, *The Washington Arsenal Explosion: Civil War Disaster in the Capital* Published by The History Press, October 2012
- Marketed *The Washington Arsenal Explosion* through lectures at historical societies and libraries

Employment Specialist

Catholic Charities, Arlington, VA

March 2014 - August 2015

- Developed a five-month pilot program to place foreign-trained professionals in jobs that use their skills
- Evaluated resumes and cover letters and provided guidance to professionals seeking employment
- Networked on behalf of these professionals and established relationships with potential employers
- Developed databases for training programs for professionals, for networking and mentor contacts

Independent Beauty Consultant

Mary Kay Cosmetics, Leesburg, VA

January 2006 – September 2016

- Delivered excellent customer service in skin care and cosmetics to over 150 customers
- Recruited and managed a team of 12 consultants to help them run their own home-based business
- Met and exceeded self-structured and company-suggested goals and challenges for customer care, sales, and teambuilding
- Accomplishments include: Rookie of the Year; Unit Top Ten in Sales for 2 years; Unit Top Three every year since; Mary Kay's Unit Humanitarian Award, the Go-Give Award 2 times

Skills

- Proficient in MS Office Suite, Mail Chimp, WordPress, Follett, Mail Chimp, Word Press, and social media applications.
- Strong communication skills include writing, public speaking, and instructive ability.