



# ELIZABETH POWELL

## WORK EXPERIENCE

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### January 2012–Present

Freelancer • [lizpowellportfolio.weebly.com](http://lizpowellportfolio.weebly.com)

- Writing, Editing, Instructional Design

### April 2015–April 2022

Head Librarian • [Slover Library](#) • Norfolk, VA

- Lead daily library operations, overseeing collection development, material circulation, and patron services
- Facilitate strategic planning, budget development, community partnerships, and staff organization and development
- Manage and support staff and volunteers through interviewing, hiring, training, and professional development
- Perform collection purchasing, grant writing, and internal policy and procedure development

### October 2012–April 2013

Content Development Associate • [Saylor Foundation](#) • Washington DC

- Managed editing and course design process for non-profit, online college courseware provider; supervised panel of editors
- Consulted with academic professors and subject matter experts to ensure quality courseware
- Maintained and updated all content development policies, procedures, and guidelines

### March 2008–December 2011

Technical Editor/Writer • [Technology Transfer Services](#) • Tampa, FL

- Researched and wrote copy for Web site, proposals, reports, press releases, course catalogs, and marketing material
- Managing editor for eLearning development; maintained organizational style guides, policies, and production processes

## EDUCATION

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April 2011 • [Costa Rica TEFL](#) • Samara, Costa Rica

Completed 160 hours of training and observed teaching practice for Teaching English as a Foreign Language certification

December 2010 • [University of South Florida](#) • Tampa, Florida

M.A. in Library and Information Science; 3.9 GPA

December 2007 • [Old Dominion University](#) • Norfolk, VA

B.A. in English with an emphasis in Professional Writing; 3.6 GPA

## OBJECTIVE

To provide essential and meaningful research and information services. I am passionate about connecting people with accurate and culturally responsible information as well as providing corresponding resources and services.

## CONTACT

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## COMPETENCIES

Writing, editing, content creation  
Research and reference  
Instructional design  
Policy and procedure development  
Grant writing  
Budgeting  
Program development  
Event management  
Coaching, mentoring, team building  
Community outreach