

Curriculum vitae

Mary E. Wilkins

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Educational Experience

University of North Carolina Chapel Hill, School of Information and Library Science
Began PhD program August, 2004

University of Wisconsin - Milwaukee May 2000
M.L.I.S. Library and Information Science

Case Western Reserve University
School of Law May 1994
J.D. Law

Quincy University May 1991
B.A. Psychology
B.S. Political Science

Teaching/Publishing Experience

Teaching Assistant, August 2004 to present
University of North Carolina – Chapel Hill, NC

- ? Assist with teaching Library Management class in Fall 2004; teaching class alone in Spring 2005

Project Athena Fellowship, August 2004 to present
University of North Carolina – Chapel Hill, NC

- ? Working on national fellowship program to help recruit more LIS students into faculty positions

Adjunct Instructor, 2002 to present
Dominican University, River Forest, IL

- ? Designed and taught classes in Library Management and International Libraries

"Surviving Your First Year as Library Director" Public Libraries July/August 2003.

Library Experience

Head of Administrative Services July 2002 to August 2004

Kenosha Public Library, Kenosha, WI

- ? Advise and assist Director in policy development and implementation administering employment laws;
- ? Administer recruitment of new employees, design orientation program, develop training for all employees;
- ? Assist Director prepare budgets for Kenosha Public Library and Kenosha County Library System; ensure budget is being followed and maintained, recommend plans and budget for next year;
- ? Serve as liaison to Kenosha County Library System and to Friends of Kenosha Public Library; represent the Library at public meetings; coordinate and develop library publicity

Library Director Nov. 2000 to July 2002

North Chicago Public Library, North Chicago, IL

- ? Created strategic plan for library's next five years;
- ? Developed library policies together with Board of Trustees;
- ? Supervised, hired, and trained all Library staff in professional procedures;
- ? Developed annual budget and responsible to ensure it was followed;
- ? Undertook extensive weeding and inventory plan, to enhance collection development;
- ? Write press releases for local newspapers;
- ? Participated in community organizations and Library organizations;
- ? Brought OCLC to the Library, to update and modernize cataloging;
- ? Wrote several grant requests for money to make up annual budget shortage, and to develop additional Library programs.

Internet Architect September 1999 to May 2000

Management Recruiters, International – Racine, WI

- ? Search for information from a variety of electronic resources;
- ? Designed and carried out training programs to teach employees research skills on the Internet;
- ? Develop a variety of systems allowing office to receive more exposure on the Web, as well as draw in more business;
- ? Learned basics of web design.

Library Research Assistant

Case Western University School of Law - Cleveland, OH

- ? Worked in a variety of academic libraries on a large campus to do research for Assistant Director of the Law Library

Professional Legal Experience

Lawyer October 1999 to November 2000

Law Office of Losey and Harrold, Kenosha, WI

- ? Worked extensively with clients regarding their cases;
- ? Drafted a variety of legal documents for the continuations of cases;
- ? Researched Wisconsin legal issues electronically and with paper.

Attorney June 1995 to Dec. 1997

Law Offices of Mary Wilkins Oak Park, IL

- ? Established my own law practice in suburban Chicago;
- ? Focused on providing comprehensive legal services to meet the specialized needs of my clients;
- ? Concentrated in general civil legal services, including contracts, family law, and wills.