

Elizabeth Morin

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Nonprofits | Research | Operations | Product

M.S.-level educated professional seeking roles in library science, research, or operations in the nonprofit sector. Current library manager and former research specialist with experience leading programs, managing budgets, and interacting with vendors. Creative and conscientious individual with excellent communication and relationship-building skills. Technology enthusiast and lifelong learner.

CORE COMPETENCIES AND ACHIEVEMENTS

- **SaaS Experience and Technology Skills.** Office 365, Apple Suite, Google Workspace, Oracle, Slack, WordPress, Wix, YouTube, Blackboard, Padlet, Canva, Prezi, NeoOffice, MUNIS, Khan Academy, Silhouette Studio, Eventbrite, Constant Contact, and Zoom. Salesforce Trailhead Mountaineer.
- **Library Science Software.** MidWest Tape, Hoopla, Overdrive, Libby, Encore, SirsiDynix Workflows, III SIERRA, Baker & Taylor BTS360, EBSCO, JobNow, Mango, ProQuest, PastPerfect, OCLC WorldCat, MuseumKey, Novelist, Freading, AtoZdatabases, CollectionHQ, Envisionware, Libraria Cassie, and Springshare LibCal. Oversee library hardware such as computers and printers.
- **Library Leadership and Outreach.** Adult and Teen Services Manager overseeing 12 full and part time staff members across the programming, collections, reference departments, and outreach to the community and other organizations. Assist in short and long-term planning for library services and facilities with the Library Director and Board. Skilled researcher and planner.
- **Marketing and Communications.** Create engaging materials to promote library events using Microsoft Publisher and Canva.
- **Financial Literacy Advocate.** Introduced a financial literacy program to educate the community about streaming services and other money-saving strategies; helped dozens of residents save money each month. Evangelist for softwares such as YNAB.
- **Cross-Functional Team Player.** Skilled at leading and collaborating across departments in non-profit and for profit organizations.
- **Bias Towards Action.** Excel at problem solving, evaluating processes, and streamlining operations; lead with a growth mindset. Completing an M.B.A. with a Concentration in Management from the University of Connecticut (expected Dec 2024).

PROFESSIONAL EXPERIENCE

Adult and Teen Services Manager | Public Services Manager | Purchasing Manager | Department Lead
Wethersfield Library, Wethersfield CT **Aug 2019 – Present**

- Manage the Adult and Teen Services Department to provide an engaging selection of library materials and programming to the public.
- Oversee an annual budget of 150K to allocate towards books, periodicals, digital resources, and programming; offerings include Hoopla, OverDrive, and Morningstar.
- Manage relationships with 40+ vendors to provide in-demand content to library patrons.
- Leverage software data about library material usage, pricing, and competitive offerings to make holistic decisions about purchasing materials.
- Supervise 12 full and part time staff members in the reference, collections, and programming divisions to complete their duties accurately and to provide excellent customer service.
- Remain current on library trends by networking with other librarians, attending webinars, and reading industry journals.
- Part of the consortium-wide UX committee that collaboratively designs websites and apps for use by the public to access library materials and resources.

Community Engagement Librarian Adult Services | Tech Support Specialist | Makerspace Team
East Hartford Public Library, East Hartford CT **Jun 2016 – Aug 2019**

- Partnered with the town's parks and recreation department and other community organizations to design inclusive programming for the public and to increase community outreach.
- Assisted library patrons to access makerspace technology services such as 3D printers.
- Promoted from Digital Project Manager role.

Digital Project Manager | Accounts Payable and Receivable Manager | Administrative Aide
East Hartford Public Library, East Hartford CT **Jul 2013 – Jun 2016**

- Worked cross-functionally with the finance and human resources departments at the town government to digitize and streamline library operations by moving onto their systems.
- Oversaw a more than one million dollar budget; paid library bills and established relationships with vendors to solve billing and contractual issues.
- Developed a Point of Sale procedure to collect and track revenue, trained employees on the new system, and prepared daily financial reports.
- Performed circulation and references services and assisted the Director with projects as needed.

Sr. Hierarchy Representative, Finance Department | Research Specialist | Data Visualization Specialist
Valassis, Inc., Windsor CT **Dec 2009 – Jul 2013**

- Researched client business subsidiaries and created visual hierarchies in Excel to clearly display the client business landscape.
- Linked related client accounts in Oracle, giving the finance department a meta view of clients' company holdings; updated information as merger and acquisitions occurred.
- Worked cross functionally across the sales, customer service, and finance teams to create a holistic view of the client and provide excellent client service.
- Maintained 11K client records in Oracle, ensuring data accuracy and eliminating redundancies.
- Promoted from Client Services Representative role.

Client Services Representative | Sales Support | Database Specialist
Valassis, Inc., Windsor CT **Aug 2006 – Dec 2009**

- Supported the sales team by entering customer orders into Oracle.
- Collaborated with the sales, creative, and production departments to project manage a complex enterprise order for nearly 1K store locations with multiple versions of advertising copy and art.
- Managed enterprise accounts such as Ace Hardware and Do It Best.
- Onboarded new Client Services Representatives.

EARLIER WORKING EXPERIENCE:

Reference Librarian – Manchester Public Library, Manchester, CT

Customer Service, New Associate Trainer – Wild Oats Market, West Hartford, CT

EDUCATION

University of Connecticut, Storrs CT –
M.B.A. with a Concentration in Management (Expected Dec 2024)

Southern Connecticut State University, New Haven CT –
M.S. in Information and Library Sciences

University of Saint Joseph (formerly Saint Joseph College), West Hartford CT –
B.A. in Sociology

CERTIFICATIONS AND TRAINING

Salesforce Trailhead Mountaineer
Trailhead (March 2023)

EXCITE Collaborative Innovator Badge
Innovation Builders via Credly (Apr 2019)

VOLUNTEER WORK

Assistant Archivist
Coventry Historical Society, Coventry, CT (May 2011 – Jan 2012)

Assistant Collections Project Manager
East Hartford Historical Society, East Hartford, CT (Oct 2010 – Jan 2012)