

# Arenthia Lee Herren

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## Experience

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### **Learning Resources Faculty, Edison State College, LaBelle, Florida**

#### **September 2011-Present**

- Provides reference service and bibliographic instruction.
- Ensures smooth operation of library while on duty.
- Maintains all aspects of the circulation and reference while on duty.
- Determines materials to be ordered or withdrawn from a specific collection in a subject area.
- Supervises tasks of library support staff

### **Adjunct Instructor, Humanities, Chipola College, Marianna, Florida**

#### **August 2009- December 2011**

Fall semester 2009 Humanities 2216 with writing (Term A and Term C)

Spring semester 2010 Humanities 2233 with writing (Term A and Term C)

Fall semester 2010 Humanities 2216 with writing (Term A and Term C)

Spring semester 2011 Humanities 2233 with writing (Term A and Term C)

Summer semester 2011 Humanities 2216 with writing (Session I)

Fall semester 2011 Humanities 2216 with writing (Term A)

- taught on campus and online sections of each course
- incorporated technology into the classroom
- introduced students to best research practices

## **Graduate Assistant, Media Center, Department of Art History, Florida State University**

**August 2007-May 2009**

- updated metadata files for department's digital image collection
- digitally enhanced images that were poorly translated from slide to digital format
- assisted faculty members with locating images
- trained faculty on the use of new digital image database and image viewer
- scanned course materials, created PDF files, and uploaded PDFs to course websites

## **Student Worker, Campus Life Business Office, University of Georgia**

**May 2005-May 2007**

- created student identification cards during Summer Orientation Sessions
- answered phone calls and in person questions from students, faculty and staff regarding student organization accounts, ID cards, and ticket sales
- delivered check requisitions and other administrative forms to Business Services and the Vice President of Student Affairs' office
- helped out wherever needed with other Campus Life activities such as International Student Orientation, Miss UGA pageant, Pandora Yearbook distribution, etc.

## **Education**

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**University of Georgia, Athens, Georgia**

**August 2003-May 2007**

Bachelor of Art, *Art History*

Graduated *cum laude* (3.5 GPA), recipient of the Hope Scholarship all four years of study

**Florida State University, Tallahassee, Florida**

**August 2007-May 2009**

Master of Art, *Art History*, area of concentration: Modern art

Final GPA 3.659, received graduate assistantship both years of study, Vice President of the Art History Association

**Florida State University, Tallahassee, Florida**

**August 2009- December 2010**

Master of Science, *Library and Information Science*, final GPA 4.0

## Honor Society and Professional Memberships

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- Phi Kappa Phi
- American Library Association
- Association of College Research Libraries
  - Division memberships in Association of College Research Libraries:
    - Community and Junior Colleges
    - Arts
    - Distance Learning
    - University Libraries
    - Library Instruction Round Table
- Art Libraries Society of North America

## Skills

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- both Mac and PC proficient
- working knowledge of Microsoft Office suite
- excellent intrapersonal communication skills
- very creative, enjoys problem solving situations
- experience working with both students and faculty
- basic German language skills
- experience with virtual reference technologies
- experience with course management software (Blackboard, Desire 2 Learn)

## References

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Available upon request