

Phoebe Hweynan Maa

Reference & Instruction Librarian, [Montreat College](#)

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EDUCATION

Wayne State University, MI, USA	1997-1998
<i>Master of Library and Information Science</i>	
University Paris 7-Denis Diderot, France	1991-1995
<i>Ph.D. in French Literature</i>	
University Paris 7-Denis Diderot, France	1989-1991
<i>Master of Advanced Studies (DEA) in French Literature</i>	
University Paris 7-Denis Diderot, France	1988-1989
<i>Master of Modern Literature</i>	
University Paris 7-Denis Diderot, France	1987-1988
<i>B.A. in Modern Literature</i>	
National Central University, Taiwan	1983-1987
<i>B.A. in French</i>	

PROFESSIONAL EXPERIENCE

Instruction and Reference Librarian	2017 - present
<i>Montreat College</i>	<i>Montreat, NC</i>
<ul style="list-style-type: none">● Direct the library instruction program and teach information use skills and research strategies to both on campus and online students.● Provide library orientation for entering and transfer students, as well as training sessions for the faculty.● Collaborate with library staff to provide reference services.● Create and manage instructional web-based content, including videos, tutorials, and embedded library instruction via Moodlerooms.	
Head Librarian	2006 - 2017
<i>Tianjin International School</i>	<i>Tianjin, China</i>
<ul style="list-style-type: none">● Handle all operations of the Elementary and Secondary libraries, including long-term planning, budgeting, administration, and management of FT/PT	

staff, parent helpers, work study students, and volunteers.

- Prepare written progress reports concerning library collections, usage statistics, events, and outreach activities for stakeholders and administrators using Office and various multimedia presentation tools.
- Collaborated with faculty to teach secondary students how to access scholarly resources, along with research and study skills. Maintained library collection for year-round support to promote school-wide information literacy.
- Conducted Teaching Assistant training with the National Staff Development Coordinator; topics covered include accessing OPAC, introduction to databases, administration and supervision of reading software.
- Developed and implemented a standards-based library literacy curriculum to progressively build up elementary students' information competency; designed formative assessments to obtain ongoing feedback and to improve student learning.
- Initiated back-to-school library orientations to bring new staff and students up-to-date with library resources and services; regularly promoted library resources via literature guides, flyers, brochures, posters, library publications, and website.
- Conducted faculty workshops to facilitate library resources integration across curriculum and parent workshops featuring online tools and resources to empower parents to give their child the best possible start.
- Created multi-lingual online tutorials for non-English speakers to explore the library services and resources.
- Manage official school and library websites through WordPress, a web Content Management System, using CSS, and HTML5, to create visually appealing and interactive designs.
- Regularly assess library collection and apply collection mapping to analyze the strengths and weaknesses of our collection so as to better align the collection content with our K-12 curriculum. Provide users with current and quality information to meet the individual needs of our readers.
- Manage the library automation system, reading software, journal/magazine subscriptions, and research databases. Worked directly with vendors including Capstone, Follett International, ProQuest, Gale Cengage, Grolier Online, Britannica Online, NewsBank, Recorded Books, JSTOR, and Ebsco.
- Educate and train library support staff to develop skills needed to stay

current and meet the changing needs of our users.

- Routinely use student management systems such as PowerSchool, course management systems such as Moodle, and collaboration platforms such as Wikispaces, Dropbox, Google Docs, and Zoho Docs, to facilitate daily tasks among colleagues and to provide high quality instruction.
- Provide ready-reference, reader's advisory, and reference services on a daily basis to students, faculty, and the community at large.
- Planned and led Librarians' Job-Alike session at the 2015 International Schools Consortium Teacher's Conference.
- Headed regional level reading competition multiple times for participants from international schools around China. Oversaw event organization, marketing, execution, logistics, and hospitality.
- Organized annual book fair; including selecting vendors and negotiating terms, securing venues, and fine-tuning promotional materials.
- Coordinated a series of career luncheons featuring speakers from various academic backgrounds and industries to promote the career collection.

School Librarian

2004 - 2006

Tianjin International School

Tianjin, China

- Shared collection development responsibility and circulation operations; provided reference and reader's service to patrons.
- Assisted library lab users in troubleshooting simple technology issues, both software and hardware.

Middle School English Language Support Teacher

2003 - 2004

Tianjin International School

Tianjin, China

Collaborated with teachers to build solid lesson plans used for teaching ESL students. The instructional goal was to prepare the students for a successful transition to mainstream education, and special attention was paid to individual students' learning needs and styles.

Technical Services Librarian

2003

Davenport University

Warren, MI

- Created and maintained MARC records in the catalog via OCLC WorldCat, processed items acquired to make them available for users in a timely fashion.
- Engaged in reference services to support student learning.
- Used professional selection tools to review potential materials for acquisition.

Adult Reference Librarian

2002 - 2003

*Troy Public Library**Troy, MI*

- Provided in-person and telephone reference service and reader's advisory to all library users.
- Contributed to acquisition and collection development efforts.

Lecturer, Beginning French I

1998

*Oakland Community College**Southfield, MI*

Taught an introductory course with emphasis on the fundamentals of speaking, listening, reading, and, writing the French language, as well as the culture of French-speaking countries. Basic French linguistic structure was introduced according to functional models that could be applied to daily conversational situations.

INVITED PRESENTATIONS**"Introduction to Library Information Science"**

Nov. 2016

*Spice Mountain College**Beijing, China*

Presented a series of six lectures to a group of first-year college students. Topics included *Library Policies; Cataloguing, MARC, and CMARC; Reference Service & Reader's Advisory; Research Skills and Online Searching; Copyright & Intellectual Property; and Library Marketing.*

"The Power of Storytelling in Reading"

Nov. 2014

*ISC National Teacher's Conference**Qingdao, China*

Demonstrated various methods to engage an audience in the art of storytelling; explored the positive influences of storytelling in reading and techniques to build the foundation for a life-long love of learning.

PROFESSIONAL DEVELOPMENT (SELECTED)

NC LIVE Workshop (2018)

OCLC ILLiad Tutorials, Atlas Systems (2017)

Descriptive Cataloging Using RDA (9-module curriculum), Library of Congress (2016)

Alma for Every Librarian video series, Ex Libris (2016)

COMMITTEE INVOLVEMENT

Learning Resources Committee

Moodlerooms Task Force

SACSCOC Accreditation Taskforce Team Member

PROFESSIONAL AFFILIATIONS

Appalachian College Association (ACA)

Bowen Central Library of Appalachia (BCLA)

American Library Association (ALA)