

## **LaurieAnn Riley**

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### **Professional Experience**

August, 2005 to  
present

#### **Browne/Wright Middle Schools**

*Chelsea, MA*

*Library Media Specialist.* Organize and manage information resources with the best available technology. Select and maintain collection of over 24,000 print volumes. Work with students and teachers in grades 5-8 on research-based assignments. Provide students with the tools to locate and select appropriate resources and evaluate information for accuracy, currency, and credibility. Monitor audio-visual equipment.

January, 1995 to  
present

#### **Discovery Schoolhouse, Inc.**

*Milton, MA*

*Part-Time Bookkeeper/Administrative Assistant.* Work with Executive Director performing various office tasks. Prepare weekly bank deposits. Enter weekly parent billing and monthly school expenses. Organize, prepare, and settle state childcare vouchers/scholarships for children enrolled. Compile monthly statistics for DOE's Child and Adult Care Food Program. Prepare monthly parent newsletter.

September, 2003 to  
June, 2005

#### **Cedar Elementary School**

*Hanover, MA*

*Library Media Specialist.* Work cooperatively with teachers to plan and implement project-based learning related to curriculum frameworks for 580 students in grades K-4. Promote literacy and enjoyment of reading. Teach information literacy skills. Prepare and administer budget. Select and maintain a collection of print and electronic resources. Train and oversee paraprofessional and volunteers.

November, 2000 to  
August, 2003

#### **Medford Public Library (City of Medford)**

*Medford, MA*

*Assistant Children's Librarian.* Worked as part of a team of three children's librarians. Responsible for ordering juvenile fiction for grades three through six. Planned and implemented story hours for groups of two to five year olds. Conducted school visits either at the library site or in the classroom. Collaborated with elementary school teachers and librarians to create booklists/programs. Assisted children and parents with various educational requests. Created flyers for library programming. Contributed articles to be included in quarterly library newsletter. Maintained personal computers in children's area. Acted as library liaison to Medford Family Resource Coalition.

April, 2000 to  
November, 2000

#### **Community Care for Kids (Quincy Community Action Programs, Inc.)**

*Quincy, MA*

*Community Partnerships for Children Specialist.* Conducted assessments with parents/guardians of young children to establish eligibility qualifications for subsidized child care. Created case records and maintained updated information. Maintained statistical information. Prepared and submitted state reporting forms in timely manner. Provided support and assistance to family child care providers as they worked toward CDA credentialing. Maintained current knowledge of applicable regulations, policies, child care providers and community resources. Referred clients to appropriate resources.

May, 1999 to  
March, 2000

#### **Commonwealth of Massachusetts Department of Social Services**

*Weymouth, MA*

*Ongoing Social Worker.* Made assessments, developed client service plans, provided supportive advice and information to clients and arranged for related services while working as part of a social service team. Maintained collateral contact with legal advisors, court systems, therapist, doctors, school systems, etc. Communicated and worked with culturally diverse families, young children and adolescents to provide a safe and healthy environment.

March, 1998 to  
April, 1999

#### **Nazareth Residence for Mothers and Children**

*Roxbury, MA*

*Child Care Supervisor.* Responsible for overall care and safety of all children (ages 0-16 years) living at Nazareth Residence. Acted as Director of Day Care program in process of licensure. Supported mothers in their parenting role and modeled appropriate ways of fostering growth and development in children. Participated as part of Administrative Team, indicating need for referrals or special services for both mothers and children. Supervised all volunteers working with children in Residence.

October, 1997 to  
March, 1998

**Lena Park Community Development Center**

*Dorchester, MA*

**Intake Worker.** Conducted OCCS/DSS intake procedures and re-assessments for state subsidized slots in both the preschool and after school programs at two sites (over 120 slots). Maintained waiting list for both programs. Organized, prepared and settled vouchers for over 20 children enrolled in both programs. Responsible for making sure all necessary paperwork was on file and up to date for over 150 children. Assisted Director of Day Care with day-to-day routines.

November, 1995 to  
October, 1997

**Facing History and Ourselves**

*Brookline, MA*

**Development Assistant for Major Gifts.** Acted as liaison between seventy-two National Board members and Director of Development. Responsible for drafting various sorts of correspondence for Director and Associate Director of Development. Aided Assistant Director with organizing cultivation and/or fundraising events. Prepared extractions for various mailings of national and/or regional publications. Worked with printer and mailhouse to coordinate large, national mailings.

June, 1993 to  
August, 1995

**Discovery Schoolhouse, Inc.**

*Milton, MA*

**Preschool Teacher.** Worked with individual or large groups of children to expand their play, allowing them to pursue their individual ideas and interests. Designed, guided, assisted, set up, and cleaned up activities with children. Assisted in the assessment of children's development. Conducted bi-annual conferences with parents.

August, 2003

**Education**

**Simmons College Graduate School of Library Science**

*Boston, MA*

*Master of Science in Library Science*

Concentration: School Library Media Program

May, 1993

**Stonehill College**

*North Easton, MA*

*Bachelor of Arts in Early Childhood Education*

Minor in Spanish

**Certifications:**

- ◆ Massachusetts Educator, K-3 (#312020)
- ◆ Massachusetts Educator, Library Teacher (#312020)
- ◆ Massachusetts Office of Child Care Services, Director II/Lead Teacher Preschool

**Computer Knowledge**

Proficient in Windows 95/98/XP, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Publisher, XHTML coding and Macromedia Dreamweaver.

Working knowledge of Mac OSX, Microsoft Access, and Microsoft Front Page.

**Professional Affiliations**

MSLA member (Web page editor for MSLA Jobs Page), ALA member, ISTE member, AFT member.

*References are available upon request.*