

Jordan Kepple

Education

Clarion University of Pennsylvania, Clarion, PA 2016
Master of Science – Library and Information Science

Indiana University of Pennsylvania, Indiana, PA 2011
Bachelor of Science – Communications Media, Emphasis on Marketing and English

Professional Experience

Library Manager, *Cisco College* August 2016-Present

- Develop, maintain, analyze, and control the selection of databases for the college
- Assist with the college library website and intranet site
- Develop and implement marketing and outreach programming to boost patron interaction
- Develop and teach library skills classes at Cisco and AEC Branch
- Provide integrated online and traditional reference services for faculty, staff and students
- Hire, schedule, and train library student workers

Children's Services Librarian, *Carnegie Library of Pittsburgh – Main* March-August 2016

- Maintain Concept Book Collection
- Designed and Implemented a STEM instructional programs
- Developed Special Collections
- Outreach Programming to schools around the Pittsburgh region
- Supported and Implemented Carnegie's Summer Reading Program, encouraging children to read a total of 90k books this summer

Business Office Manager, *Paramount Senior Living* October 2013-August 2016

- Manager responsible for scheduling and maintaining a team of over 70 employees
- Oversee business/customer relations in a culturally diverse population of residents and employees
- Responsible for updating and adding to the website using WordPress System
- Accounting and Finance operator of the facility, reporting directly to the CFO of company
- Operate payroll system, Paychex; and healthcare benefits
- Coordinate employee orientation and annual training for all employees and volunteers

PROFESSIONAL AFFILIATIONS

- American Library Association (ALA)
- Pennsylvania Library Association (PaLA)
- Sigma Alpha Lambda