

Devin Higgins

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More details: <http://devinhiggins.info>

Education

M.S. Library and Information Science – University of Illinois at Urbana-Champaign – 2012

Illinois State Library grant recipient

M.A. English – University of Illinois at Chicago – 2006

B.A. English, Biology Minor – University of Rochester – 2001

Hull Award for excellence in writing/composition

Schimmel Prize for outstanding essay of the year in the English department

Relevant Experience

Current: Center for Black Music Research, Columbia College.

Collections Intern: Evaluate current holdings and create set of resources on house music genre. Design digital presence for existing collections. Create finding aids for archives.

March 2007 – September 2011: Harrington College of Design

Financial Aid Advisor: Compiled and distributed scholarship resources. Created written and web materials.

Counseled students and their families with budgeting. Administered educational workshops.

Participated in college-wide committees. Helped organize, design, and lead school events.

September 2005 – December 2006: University of Illinois at Chicago

Graduate Literacy Coordinator: Established and maintained the America Reads Challenge tutoring program at three Chicago Public Schools sites. Hired and supervised a group of fifteen undergraduate tutors.

Worked closely with many parties to meet the educational needs of students, teachers, and administrators. Ensured the program adhered to federal funding guidelines. Taught small groups of students from grades three to eight in reading and math.

August 2004 – January 2005: University of Illinois at Chicago

Teaching Assistant: Designed syllabi for two first-year writing program courses to be taught at UIC.

Trained to teach grammar. Tutored at the university writing center, helping students to revise essays.

Student-taught an undergraduate writing course for six weeks. Designed and implemented lesson plans.

July 2002 – August 2003: JET (Japan Exchange and Teaching) Program. Kyoto, Japan

Assistant English Teacher: English teacher in Japanese High School. Prepared and executed daily

English lessons in constantly changing environment. Provided one-on-one tutoring and directed

English Club activities at two schools. Assisted and acted as ambassador in local multi-cultural events.

February – May 2001: University of Rochester Press.

Intern: Gained familiarity with all aspects of the functioning of an academic publishing house, including manuscript preparation (proofreading, copyediting), market research, and book design.

Skills and Aptitudes

Experience teaching and advising students of all levels

Excellent oral and written communication skills

Technical expertise including HTML/CSS, XML, Microsoft Office, Adobe Creative Suite, Greenstone digital library software, Oxygen XML, audio production and editing.

Metadata standards including AACR2/MARC, Dublin Core, others

Motivated and self-starting: Eager and quick to learn new skills

Highly adaptable in changing situations

Successful working in a team environment as well as on solo projects

Comfortable working with people of all ages and backgrounds