Jasmine Pawlicki

11068 County Rd M❦ Crandon, Wisconsin 54520
734.478.0543 ❦ jmpp_fa@yahoo.com
sokaogonkwe.net

Education

University of Arizona, School of Information   **Tucson, AZ**
M.A. Library and Information Science, Candidate-Not Completed

University of Michigan   **Ann Arbor, MI**
B.A. *American Culture*, May 2014

Experience

Dollar General   **Elcho, WI**
Sales Associate
June 25, 2022- July 4, 2022

- Provided customer service and general cashier services to local and visiting customers and answered inquiries by telephone.
- Utilized specialized Dollar General coding system to place merchandise and pricing labels on shelves.
- Followed state regulations in securing tobacco products and followed proper legal procedure for sale of age-restricted items.
- General maintenance duties such as lifting heavy boxes, moving merchandise, sweeping and general tidying.

Fleet Farm Co LLC   **Antigo, WI**
Reset and Special Project Coordinator
Aug. 2021-May 2022

- Assisted management with training of the sales team in the implementation of planograms produced using JDA software.
- Physically adjusted Lozier shelving and display units and assisted in the three-week overnight Reset for Toyland the Fall of 2021.
- Set merchandise on shelves according to specifications of vendors and Fleet Farm Corporate Planogram team, as well as updated retail and marketing signage.
- Attended monthly meetings with other Reset and Special Project Coordinators.

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University of Michigan Libraries   **Ann Arbor, MI**
Outreach and Engagement Speciali.
Sept. 2019-June 2021

- Oversaw the hiring and supervision of one Outreach and Engagement Student Assistant in a remote work environment for approximately eight months.
- Created and implemented various types of engagement programs including Library Welcome Tables and an online trivia game.
- Provided UM librarian and staff training opportunities in partnership with the UM Veterans and Military Services and the Ann Arbor Public District Library to better meet the inquiries of out of state students and visitors.
- Worked with a myriad of student groups and University committees including the U-M Native American Student Association, the Native American Heritage Month committee, the Traditional Lacrosse Recruitment event, and participated in many UM Multiethnic Student Affairs.

University of Michigan Libraries   **Ann Arbor, MI**
Onsite User Services Assistant (Information Resource Assistant Senior)
Sept. 2014-Sept. 2019

- Created and updated procedural documentation for course reserves, digital exhibits and programming, library room scheduling, integrated library systems, and other academic library services the User Services unit provides.
- Assisted in the training and supervision of student and temporary staff.
- Utilized a five-point performance evaluation to ensure work aligns with library and university missions and goals. First year as full time staff, received second highest level for work above and beyond.
- Given a 50% appointment in a library with problem staff and a contentious relationship between two units. Appointment ended once an excellent working relationship was cultivated between the staff from each unit through thoughtful interactions and team-building methodologies.
- Migrated training content from Qualtrics to Canvas, a content management system, for the second iteration of the Library Operations Information Services training.
- Developed a comprehensive information services training curriculum informed by Reference and User Services (RUSA) Guidelines for Information Service Professionals and radical empathy approaches in customer service. Training was distributed across the entire Operations department to over 100 employees in various areas.
- Worked with library stakeholders such as Dean and Associate Dean, Executive Council, Diversity and Inclusion Specialist, Senior Managers, librarians, and staff to address needs and concerns of the entire library system in Operations Information Service Training Program. Assessed the service and training needs of information service points at 8 libraries using the SWOT method.

- Adapted Qualtrics survey software to house first iteration of the online Operations Information Services training, which was delivered on schedule and distributed to approximately 90 full-time, temporary, and student staff in the UM Library Operations department.
- Created a comprehensive on-boarding packet for incoming and current members and developed an information session for colleagues interested in serving on the Library Diversity Council while serving a three year term on the Council as Co-Chair.

University of Michigan Libraries
Peer Information Counselor, Program Assistant (3mos)   **Ann Arbor, MI**
October 2013- September 2014

- Supported the Student Enrichment/Community Outreach Librarian in planning and implementation of diversity initiatives such as the Peer Information Counseling (PIC) Program and Summer Bridge information literacy sessions.
- Developed orientation and training materials for new Peer Information Counselor hires and information literacy exercises around navigating the library website and searching the catalog and databases.
- Received mentorship and intensive training in library instruction and information services from Learning and Teaching Librarians and assisted with/co-taught over 10 information literacy instruction sessions.

Miskwaasining Nagamojig/Swamp Singers Non-Profit   **Howell, MI**
Performer/Vice Chair of the Board of Directors
July 2012- July 2016

- Performed songs in the Ojibwe language for a variety of events and a language learning application currently in production.
- Partnered with a local Rudolph Steiner school parent organization to design and orchestrate a cultural awareness activity for a fundraiser benefiting the Lakota Waldorf School in South Dakota. The parent organization raised $4000.
- Managed performances, administered electronic voting, and coordinated bi-monthly meetings for the 11 local members.

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Publications & Presentations

- Pawlicki, J. Day, L. and Smith, S. "*Whose Responsibility is that? A discussion on Equitable Task-Sharing*" Presentation at Access Services Conference (Atlanta, GA November 2018)

- Pawlicki, J., Moreno, S. "*Considerations in Sustaining an Online Staff Training Program*" Presentation at Access Services Conference (Atlanta, GA November 2017)

- Pawlicki, J., Moreno, S. "*Expanding the Reach of Reference: Training Access Services Staff to Provide Ready Reference at the University of Michigan Library*" Presentation at Back in Circulation-UW-Madison 2016 (Madison, WI October 2016)

- Pawlicki, J. "*Bimisemagad-onaagan: Oshkikidowinan Nizhitoonmin (Disc Golf: Making New Words/The Plate Flies a Certain Way: New Words we are making)*" Curriculum Presentation at Anishinaabemowin-Teg (ATEG) Conference 2014 (Sault Ste. Marie, MI)

- Pawlicki, J. "*Boochigo G'gaa Debinaa (You are going to get him/her): Snagging in Anishinaabemowin*" Curriculum Presentation at Anishinaabemowin-Teg (ATEG) Conference 2013 (Sault Ste. Marie, MI)

University Library Committees
Library Dr. Martin Luther King Symposium Committee **2019-2021**
Staff Forum **2019-2020**
Library Diversity Council **2016-2019**
- Co-Chair **2017-2018**
- Conversations with Executive Council & Dean subcommittee **2017-2019**
- Inclusive Interpersonal Skills Series **2017-2018**
Operations Information Services Working Group **2014-2019**

Awards and Honors
ALA Spectrum Scholar (MLA/NLM), **2017-2018**
ARL Diversity Scholar-Initiative to Recruit a Diverse Workforce, **2016-2018**
UM Library Operation Rewards-Team Player **2017**
UM LIbrary Peer Recognition **2017-2020**

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Information Technology Skills

Google Suite (Google Calendar, Docs, Slides, Sheets, and extensions)
Microsoft Suite (Word, Excel, Powerpoint)
Fourwinds Interactive Content Management System
Mukurtu Content Management System
Qualtrics Survey Software
Digitization and preservation of digital materials (intermediate proficiency)
Metadata Creation-Dublin Core (intermediate proficiency)
JDA Open Access
Basic Graphic Design
Social Media: Facebook, Instagram, TikTok, Snapchat, 1SE, Discord

Languages

French, intermediate proficiency
Ojibwemowin, intermediate proficiency