

Danielle Pitter

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Summary of Qualifications

- Computer proficiency in Microsoft Word, Excel, PowerPoint.
- Web Design skills: proficient in Wordpress, Blogspot/Google
- Building marketing campaigns for social networking sites like Instagram, Twitter, and Facebook.
- Undertake research for various articles using variety of sources, such as Google and Yahoo News.
- Excellent communication skills, both written and oral.
- Strong customer service and sales support experience.
- Ability to multitask & prioritize work schedules.
- Proven ability to meet and exceed all assigned tasks
- Ability to alter style of writing to reflect specified audience.
- Bachelors of Science degree in Communications and Journalism
- Associate of Arts degree in Liberal Arts - Education

Education

Rutgers University New Jersey

September 2022 – Present

Attending, Master of Information, with a concentration in Library and Information Science

- **Recipient of the 2022-2023 ALA Spectrum Scholarship Program**
- Related coursework: Introduction in Library and Information Professions, Human Information Behavior, Introduction to Information Technologies, Reading Interests of Adults (GPA: 4.0)
- Intro to Information Technologies: applied beginner usage of computer technology such as HTML, CSS, JavaScript and Bootstrap to create customized webpages for exercises
- Human Information Behavior: wrote and edited the fall semester term paper on the information behaviors of teens and young adult fandom communities and their behaviors towards information creation and literacy of celebrity culture.
- Young Adults Reading & Literacy: designed various assignments for readers' advisory, such as: disruptive collection development worksheets, discoverability displays, book talk videos, and *FReadom to Read* Infographics.

University of Phoenix New Jersey

June 2015 – September 2017

Graduated, Bachelor of Science in Communications, with a Journalism certificate

- Bachelor of Science in Communications, with a Certificate in Journalism
- Related coursework: Foundations for University Success, College Mathematics II, Introduction to Communications (GPA 3.6)

Middlesex County College New Jersey
Graduated, Associate of Arts in Liberal Arts

August 2012 – May 2014

- Related coursework: Introductory Psychology, Computer Applications, Fundamentals of Public Speaking, Introduction to Sociology, American Sign Language, English Composition (GPA 3.5)

Fairleigh Dickinson University New Jersey

August 2011 – May 2012

- Attended and completed 27 credits towards B.A., Communications (GPA 3.5)

Professional Experience

Rutgers University - New Jersey

January 2024 – present

GRADUATE STUDENT ASSISTANT – Alexander Library

- Engages in work in the New Brunswick Libraries, on campus and remotely, that may include service at library reference desks, chat reference, instruction, and projects for individual librarians in collection development, and public service as assigned.
- Collaborates with writers and editors on book reviews and various blog posts for the Rutgers ‘Books We Read’ website.
- Participated in the summer 2024 Google Books Project by retrieving volumes from the special collections for digitization, with the use of Box Drive and Microsoft Excel.

Rutgers University - New Jersey

September 2023 – December 2023

2023

PROGRAM ASSISTANT - School of Communication and Information

- Planned, executed, and coordinated the calendars of the department chair in a proactive way, including scheduling meetings and appointments with individuals within the school, university, and beyond, and coordinating meeting operations such as agendas, room reservations, and room set up.
- Used Microsoft Sharepoint to manage and coordinate the activities managed by the chairs in a shared information environment.
- Executed and monitored progress of projects, open action items, and deadlines with Excel, and Rutgers Recruitment, Onboarding and Classification System (ROCS) for the hiring committee.

Kirkus Reviews – Virtual Position

May 2023 – July 2023

BOOK REVIEWER

- Wrote and reviewed children’s and young adult manuscripts for the digital magazine’s monthly publication.
- Collaborated with editors on research development for reviews.

Reality Check - New Jersey

April 2022 – present

PUBLISHED AUTHOR

- Published my debut poetry collection during the COVID-19 pandemic.
- Available on Amazon and Barnes & Noble
- Summary: Emotion, time and self are the most necessary parts of humanity. Emotion draws out the best and worst parts of people. Time is something that is never noticed, until it is. The self is the

deepest part of the soul that a person can recognize. Reality Check is a poetry collection written during the 2020 coronavirus pandemic. These poems are how Danielle Pitter describes hope, love, family, healing and forgiveness.

Instacart - New Jersey

December 2021 – 2022

FULL DELIVERY INDEPENDENT CONTRACTOR

- Participates in shopping for grocery batches needed for customers
- Delivers grocery batches to homes and businesses for client satisfaction
- Earns 5 star reviews and positive feedback for providing excellent service

North Brunswick Public Library - New Jersey

December 2020 – March 2021

PART-TIME LIBRARY ASSOCIATE

- Assisted in curbside/contactless pickup for books and materials, in compliance to the COVID-19 pandemic
- Applied the Workflows/Sirsi-Dynix Symphony system to prepare library materials for circulation, pickup and processing holds
- Corresponded with patrons about contactless pickup services, readers' advisory and title recommendations.
- Communicated with library supervisors about daily tasks and activities for the local community.
- Shelved library materials, such as books, audiobooks, and magazines
- Located and prepared items for delivery
- Utilized phone communications for patrons about charging and discharging library materials

Burlington - New Jersey

August 2016 – December 2020

SPORTSWEAR/FITTING ROOM SALES ASSOCIATE

- Interacted with customers and peers about upcoming promotions and sales for the company
- Collaborated with sportswear coworkers to sort, size, ticket and tag (S.S.T.T.) clothes for women's fitting rooms
- Performed tasks on cash registers as daily backup cashier, such as checkouts, returns, and exchanges

Macy's - New Jersey

October 2015 – April 2016

SALES ASSOCIATE

- Managed the store's floor and cash registers after the work day begun and ended
- Presented customers, peers and other associates the store's upcoming promotions and sales
- Used sales strategies to gain customers' trust and respect with Macy's products

White House Black Market - New Jersey

July 2015 – September 2015

SALES ASSOCIATE

- Worked as a stylist in a boutique store
- Enlightened customers and peers about upcoming promotions, sales, events and perks in regards to the store
- Used sales strategies to gain customers' trust and respect to help them decide what to wear for personal and professional occasions
- Assisted in cash register usage to help with final sales

Brookstone - New Jersey

October 2014 – December 2014

WEB SALES ASSOCIATE

- Generated the store's website, ensuring product information is accurate.
- Acted as liaison, engaging with clients and internal departments to check on website content, style and presentation.
- Engaged in professional conversation with customers to gain understanding of their product needs.
- Was responsible for stocking/organizing products back on shelves, cleaning the store after closing.

Middlesex County College's Quo Vadis Newspaper - New Jersey
STAFF WRITER

January 2012 – May 2014

- Wrote and edited articles for the Arts & Entertainment section.
- Attended related events to gather information for articles.

Volunteer Work & Professional Organizations

- **Internships:**

1. New Jersey Library Association Internship – 2023-2024
 - a. Library Workers of Color Section

- **Volunteer Work:**

1. New Jersey Library Association
 - Newsletter Committee
 - Vice Chair – (2023-present)
 - Diversity & Outreach Section
 - Vice President – (July 2024 – present)
 - Past Secretary (June 2021-July 2023)
2. MentorNJ Task Force
 - MentorNJ Meetups Committee – (2024-present)
3. PoetryBooksYA.com, Writer (2014-present)
4. Fanfiction.net, Writer (2008-present)
5. Fangirlish.com, Writer (2015-2018)
6. TVAfterDark.com, Social Media Contributor (2015-2018)
7. ParamoreRKLIFE.com, Creator and Website Administrator (2013-2018)

- **Professional Organizations:**

1. New Jersey Library Association
2. American Library Association
3. Black Caucus of the American Library Association