

Carol L. Bowers Blythewood, SC 29016 (803) 361-6754
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PROFESSIONAL PROFILE:

I am highly motivated and dedicated possessing 15 years' experience as an academic library director, and 18 years in education. As director of library services my skillsets are vast. I have a proven track record of success in many other facets of higher learning. Some of my work experiences include accreditation compliance monitoring and self-study writing, event planning, project managing, course instructing, default managing, conducting historical research, planning and implementing for best practices and institutional effectiveness, conducting evaluations and assessments, policy and report writing, workshop development, retreat planning and facilitating.

EMPLOYMENT HISTORY:

Dean of Library Services, Campus Resources and Assessment Central Christian University of South Carolina, Columbia, South Carolina	August 2019 - present
Dean of Library and Academic Success Services, Instructor Allen University, Columbia, South Carolina	July 2012 – present
Director of Library, LSC Manager, and Textbook Manager Virginia College, Columbia, South Carolina	March 2010 - July 2012
Director of Library and English Instructor Centura College, Columbia, South Carolina	July 2004 – March 2010
Special Needs Tutor Fairfield County School District, Winnsboro, South Carolina	March 2005 – March 2010
Language Consultant Global LT, Troy, Michigan.	2005, 2006, 2008, 2015, 2018
Owner/Operator Braids In Harmony, Blythewood, South Carolina	November 1993 – May 2000

SKILLSETS:

Attention to detail

Active listener
Risk identifier
Conflict resolution
Time management
Organizational skills
Analytical skills
Observational skills

Communication

Great verbal skills
Excellent Telephone etiquette
Superb customer service
Excellent oral presentation skills
Good written skills
Great non-verbal skills
Professionalism and courteousness

Computer/technology skills

Virtual/video training creations
Software installation
website design and maintenance
Microsoft office
MAC and PC
eLearning and eBook platforms
Graphic design

HOBBIES, INTERESTS AND LIKES:

Fishing	Golf	Piano	Event Planning	Decorating	Shopping
Traveling	Sports	Cooking	Graphic Design	Community Service	Videography

EDUCATION:

Doctorate of Education, Educational Leadership, Curriculum and Instruction

University of Phoenix, Phoenix, Arizona, Anticipated Graduation Date 2024

Master of Arts, Library and Information Science

University of South Carolina, Columbia, South Carolina, May 2006

Bachelor of Arts, English, Magna Cum Laude

Benedict College, School of Honors, Columbia, South Carolina, May 2004

EXPERIENCES:

- Budget allocation and management; organize, develop, and implement goals, projects, activities, and events; run daily operations; oversee facility and grounds maintenance, monitor resources
- Strategic planning; assessment, analysis and use of results; onboard, evaluate, and supervise employees; facilitate workshops, trainings and retreats; compile statistical data and write reports
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) visitation review committee member; Association of Biblical Higher Education (ABHE) college liaison; Accrediting Commission of Career Schools and Colleges (ACCSC) college compliance coordinator; Accrediting Council for Independent Colleges and Schools (ACICS) self-study narrative writer
- Coordinate and present library orientations, instructions, and training workshops; maintained licensing and subscriptions; provide reference services, collection development, acquisitions and cataloging; historic archival research; creating and maintaining digital collections with ContentDm and Dublin Core Metadata; select, monitor/maintain e-books, databases, and platforms for virtualization
- Provide virtual reference and information literacy via phone, text, chat, email, and video tutorials
- Provide distance library instruction using Zoom, Microsoft Teams, and Go To Meetings Design and maintain web-based learning materials and tools, including but not limited to the Libguides of Springshare, Poster My Wall, Screen Cast-O-Matic, Screencastify, Canvas, chat, or email
- Incorporate library resources and training information into web-based materials
- Create and maintain subject research guides, and maintain an instructional materials repository
- Design, and maintain multimedia web-based information literacy and instructional materials
- Market library services and collaborate with both internal and external stakeholders including librarians, library staff, teaching faculty, students, library and other committees
- Establish physical, virtual, and hybrid core collections of programmatic, subject related, and support materials of library resources, content delivery, access, and authentication
- EOS, Ex Libris Alma Primo, OpenAthens Integrated Library Management Systems (ILS)
- LIRN, Learning Express library, Ebsco, JSTOR, Gale, ProQuest, DISCUS eResource platforms
- Populi and Jenzabar Learning Management Systems (LMS)
- PC (Microsoft Windows) and Apple (macOS) computer operating systems
- Participate, plan, and implementation for: Institutional Improvement Committee member, Presidential Leadership Committee/Executive Cabinet member, Academic Affairs Committee member, Default Management Chair, Homecoming Committee Char, Library Committee Chair, Academic Awards Committee Member, Coronation Committee Member, and Accreditation Compliance Committee Chair