

# LESLIE BARDOS

## CONTACT

 Huntsville, Alabama

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 256.479.5445

## SKILLS SUMMARY

Project Management

Outreach and Event Planning

Scheduling and Supervising

Library Technology

Presentations and Instruction

Research Assistance

## INVOLVEMENT

Member,  
Library Student Advisory Group  
(2021- Present)

Volunteer,  
UAH Move In Day  
(2023, 2019, 2018)

UAH Representative,  
Alabama Library Support Staff  
Workshop (2021)

Presenter,  
"Beyond Books: Technology  
Resources for University  
Students, Faculty, and Staff,"  
UA System Scholar's Institute  
(2019)

Hospitality Chair,  
International Festival of North  
Alabama (2016-2019)

Conference Volunteer,  
Alabama Association of Higher  
Education Diversity Officers  
(2016)

## WORK EXPERIENCE

### User Services Administrator & Instructional Librarian (October 2021 - Present)

Salmon Library, The University of Alabama in Huntsville

- Manage User Services daily operations, including staffing, scheduling, and procedures
- Supervise User Services staff and student workers
- Provide assistance at User Services and the Research Help Desk
- Plan and run library events
- Design and share graphics to promote the library
- Manage library social media accounts on Instagram and Facebook
- Serve as liaison and subject specialist for Art, Education, Kinesiology, Psychology, and Women's Studies
- Provide instruction on research and library resources in the classroom and online through Zoom and Canvas
- Organize and coordinate with others on projects such as resensitizing collection and student worker training

### Multimedia Lab Technician (July 2018 - October 2021)

Salmon Library, The University of Alabama in Huntsville

- Managed Multimedia Lab and Makerspace, including staffing, scheduling, maintenance, and promotion
- Provided classroom instruction on Multimedia Lab resources and usage of software and equipment
- Supervised student workers
- Planned and ran library events
- Designed and shared graphics to promote the library
- Organized and coordinated with others on projects such as inventory and student worker training courses
- Provide assistance at User Services and the Research Help Desk
- Created and maintained subject guides on website
- Served as liaison and subject specialist for the College of Education

### Reference Assistant (January 2016 - May 2018)

Salmon Library, The University of Alabama in Huntsville

- Answered reference questions and provided assistance
- Assisted User Services in daily tasks
- Created and arranged library displays
- Planned and managed outreach events at the library
- Identified old and damaged books for withdrawal
- Helped select new books to purchase for collection
- Updated web resources in subject guides on website

## EDUCATION

### Master of Library and Information Studies

The University of Alabama | May 2015

### Bachelor of Arts, American Studies

The University of Alabama | May 2013