

CV

Shokria Ahmadi

An ambitious young professional with over 11 years of experience in high-level **management, planning, coordination, training, teaching, translation**, and so forth, seeks to develop technical expertise in the areas of **Program, Education, and Library Management** in private and governmental sector development.

Education

- 2023 – Current **PhD Student in Library and Information Science, Simmons University, Boston, Massachusetts.**
- 2006 – 2008 **Master of Arts in Library and Information Science, Ferdowsi University; Mashhad, Iran.**
- 2000 – 2004 **Bachelor of Arts in Library Science; Mashhad, Iran.**

MA. Thesis title:

- *An investigation into the capability of Library and Information Science Electronic Discussion Group in Iran to establish social capital* presented in October 2008, Ferdowsi University of Mashhad, Iran

Articles published:

- Present a paper titled “*An Investigation of the Capability of Library and Information Science Electronic Discussion group in Iran to Establish Social Capital*” in IX CONGRESS ISKO SPANISH CHAPTER (Valencia, Spain, March 2009). Available in: https://www.researchgate.net/publication/28289225_An_investigation_of_the_capability_of_library_and_information_science_elctronic_discussion_group_in_iran_to_establish_social_capital
- Ahmadi, Shokria (2009). “*An Investigation of the Capability of Library and Information Science Electronic Discussion group in Iran to Establish Social Capital*”. *Library and Information* 47 (3), 12. available in: <https://profdoc.um.ac.ir/paper-abstract-1011300.html>

Work Experiences

Feb 2024 – Current **MGH Institute of Health Professions, Boston, MA, US**

Reference Librarian

- Supports student and faculty scholarship by providing instruction and guidance in the use of library tools, developing literature reviews, principles of evidence-based practice, the research process, health information literacy, and other topics as necessary through different modes including workshops, individual and small group research consultations, and reference services, any of which could be in-person or online depending on student/faculty needs.
- Creates research guides, video tutorials and other learning objects to facilitate asynchronous library instruction.
- Collaborates with faculty to embed customized library instruction in courses and to select library materials for coursework, including providing guidance with copyright/permissions issues.
- Takes the lead on oversight of Bellack’s information literacy activities, including tracking statistics and identifying new opportunities to support information literacy.
- Manages the maintenance of instructional materials, including LibGuides, video tutorials and orientations, online workshops, and shared instructional materials

- Coordinates evaluation of instructional activities and materials
- Circulates materials to users.
- Collaborates with library staff to maintain collections.
- Stays current and expands professional knowledge in skills via participation in continuing education courses, professional associations, and other professional development opportunities.

October 2021 – July 2023 Great River Regional Library, Saint Cloud, Minnesota, US

Library Associate

- Provides assistance to patrons in person and over the phone, via email and/or online chat, including giving guidance on library policies and procedures, the collection, technology and services, and providing reference and readers' advisory services.
- Performs circulation procedures including checking materials in and out, renewing materials, and placing holds.
- Registers/renews library cards and updates patron information in the library's automated system.
- Collects fines and fees and applies to patron accounts.
- Answers incoming telephone calls on the main switchboard and routes calls to the appropriate person.
- Answers the service entry door in the loading dock and employee entrance.
- Reserves meeting study, and conference rooms for patrons and assists with needs during use including AV equipment set up and troubleshooting. Completes paperwork related to meeting room usage.
- Maintains programming kits and processes reservations.
- Routes incoming interoffice mail to the appropriate department/person.
- Maintains security of the public areas. May act as Supervisor on Duty. Deals with patrons who disrupt normal use or operation of the Library by enforcing library policies, respond
- Provides work direction and training to Circulation Aides and volunteers.
- Creates displays that generate interest and increase borrowing of the collection.
- Develops and conducts programs and outreach that increase use of the library and support the strategic plan.
- Promotes library programs including updating the events calendar and local web page.
- Helps maintain the library collection by weeding/relocating materials, running reports and processing donated materials.

April 2019 – January 2020 DAI/WIE (Women in Economy), Kabul, Afghanistan

Training Coordinator

- Supervise a team of three staff in order to fulfill WIE training department works
- Manage regional training activity documentation and physical records. Keeps a complete record of the trainees' data including attendance sheets, evaluation forms, quiz and etc. and report to the supervisor at the end of each training
- Collaborates with the Monitoring and Evaluation (M&E) team to determine required data and reporting needs for the training
- Coordinates with other related departments to consolidate key data for upcoming training activities
- Assess documentation needs and provides proper reporting tools to contracted training providers. WIE and others as needed
- In-depth reporting on regional training issues and effective solutions in collaboration with the private sector development and workforce development teams
- Adherence to training administrative procedures and guidelines, exercises quality control and reporting for training
- Assess training documentation progress, identifies issues and improves documentation activities, including identifying any database development needs

November 2015 – August 2018 FHI360/University Support and Workforce Development Program (USWDP), Kabul, Afghanistan

Senior Program Officer, Research and Library

- Develop a strategic plan for each of the eleven USWDP selected university libraries.
- With the cooperation of the team, the renovation of some University Libraries including providing modern library facilities and inaugurating the online resource center with computers and online academic resources available for students and faculty members
- Continually assess the outcomes of the research and library programs.
- Provide a list of open-access online resources and train students and faculty members on how to use them to do their research projects
- Cooperation University to develop a strategic plan for university research and translation center
- Develop and update a professional development curriculum for the training of librarians of the eleven USWDP selected universities.
- Delivered training on library management, training of trainers for University library staff
- With the cooperation of the team, managed and conducted many graduation ceremonies for the master's degrees supported by USWDP and conducted inauguration ceremonies for the projects implemented in the universities.
- With the cooperation of the team, conducted 2 rounds of research grants for 22 Kabul and Provincial University faculty members. Coaching and mentoring the researchers throughout the process of research
- Cooperate and assist the Ministry of Higher Education Research Commission
- With the cooperation of the team, conducted research methodology workshops for university faculty members

April – May and October 2015 University Support and Workforce Development Program (USWDP), Kabul, Afghanistan

Librarian Training Consultant and Trainer

- Develop the training materials and delivered the training to university library staff

January 2012 – July 2014 M.Ed. TESOL, Kabul Education University / Indiana University, Kabul, Afghanistan

SATc, Self-Access and Tutoring center, Manager

- Managing the Library Resources for Master of TESOL Students
- Support TESOL student with any kind of information through phone calls, emails and in person
- Providing the M.Ed.TESOL students with the information and resources needed
- Supervising and managing the KEU librarians on cataloging the books
- Developing Digital Libraries using the university's library
- Train staff from government side to be in charge of the SATc after the project

June 2013 M.Ed. TESOL, Kabul Education University / Indiana University and Ministry of Higher Education, Kabul, Afghanistan

Trainer

Train 30 library staff from provincial university libraries on:

- Introduction to Library science
- How to make Library Collection Policy
- Cataloging
- Classification

- Reference
- Acquisition
- Copy Cataloging
- Library Management
- What are digital libraries, different types of digital library software
- KOHA (Library Management System)

May 2010 – December 2011 AeLESP (Afghan eLearning English Support Project), Kabul University, Afghanistan

Digital Library Coordinator

- Liaison between Arizona library and the Kabul University library staff
- Manage the project and introduce the best practices in cataloging and processing of library materials
- Provide advice and assist library staff at Kabul University Library in using the fullest potential and all relevant features of the Afghanistan Digital Libraries integrated system (ILS) implemented in open source software KOHA.
- Assist staff, faculties and students using online academic resources and different sources of information including online, print, electronic and etc.
- Be a resource to staff at Kabul University Library and help them formulate the best method of using the ILS for inventory and circulation of library materials
- Liaison between Washington State University and Kabul University to implement the project in Kabul Polytechnic, Balkh, Herat, Nangarhar, Kandahar University Libraries Staff through US embassy in Kabul

Nov 2009 - Dec. 2009 GTZ/Ministry of Women Affairs, Kabul, Afghanistan

Information Bank Assistant

- Assist Ministry of women affairs staff in different departments to collect important documents for scanning and entering into the Information Bank by open source software (NewGenlib)
- Train staff from different department in the Ministry of Women Affairs to do scan documents, data entry into the NewGenlib software

October 2009 Directorate of Culture and information, Nangarhar Province, Afghanistan

Library Sciences Trainer

- Train Provincial Librarians from all over the Nangarhar province different issues about librarianship such as cataloging, classification, acquisition, and library management.

August 2009 Hakim Naser Khosrow Library, Kabul, Afghanistan

Library Sciences Trainer

- Train Hakim Naser Khosrow Librarians in Kabul different issues about librarianship such as cataloging, classification, acquisition, and library management.

Workshops conducted:

- Delivered workshop titled “*conservation and preservation library resource*” for provincial public libraries Librarians in Kabul ,2011
- Delivered workshops titled “*how to find scientific articles from online databases*” for Kabul University Faculties and students, 2010 and 2011
- Delivered workshops titled “*how to search internet for academic research*” for Kabul University Faculties and students,2010 and 2011
- Delivered workshops titled “*how to use KOHA for cataloging and barcoding*” for 11 public university libraries in Afghanistan, 2010, 2017, 2018.

Volunteering:

- Mid-Autumn Festival, Public Library of Brookline, MA; October 2023
- Boston Book Festival, Boston Public Library, October 2023

Skills

- **Languages:** Farsi (Mother Tongue), English (Good), Pashtu (Good), Arabic (Good)
- **Computer:** ICDL full certificate