

CLAIRE HUBBLE

Chicago, IL

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SUMMARY

MLIS candidate (2025) with hands-on experience in academic libraries, public libraries, archives, and community outreach. Passionate about connecting researchers, students, and patrons to arts and humanities resources through reference expertise, instructional design, and digital curation.

EDUCATION

Dominican University, School of Information Science

Master of Library and Information Science

River Forest, IL

Expected May 2025

- Certificate in Digital Curation
- GPA: 4.0

Marymount Manhattan College

Bachelor of Arts: Theatre History and Performance Texts, Art History

New York, NY

2016-2020

- Minor in Digital Journalism

LIBRARY SERVICE

Maywood Public Library District

Library Assistant, Information and Youth Services

Maywood, IL

April 2024-present

- Develop and facilitate creative library programming for youth and adults, aligning with community interests and literacy initiatives
 - Adult programs include NaNoWriMo Writing Series; Morning Walking Club; Resume Relief; launch of community Seed Library
 - Youth programs include Anime Club; Lego Club; Young Chefs
- Manage the library's Instagram and Facebook accounts, creating engaging content (Canva graphics, reels, announcements) to grow followers and promote events
- Design and launch an eye-catching poster series highlighting library services/resources, displayed department-wide to boost patron awareness and engagement

Dominican University, Rebecca Crown Library

Graduate Reference Assistant

River Forest, IL

Aug 2023-Dec 2024

- Provide one-on-one research assistance to students, faculty, and community patrons via in-person, chat, email, and phone, employing active listening and reference interview techniques
- Guide users in navigating academic databases, catalogs, and OERs, emphasizing critical information literacy skills
- Assist in creating LibGuides and tutorials to streamline research processes for coursework and faculty teaching materials
- Track reference interactions using Springshare to assess service trends and user needs

Roosevelt University, Performing Arts Library

Archival Practicum Position

Chicago, IL

Fall 2023

- Worked closely with the university archivist to create and update digital records with detailed metadata (composer, date, format) to enhance discoverability for researchers
- Handled fragile 20th-century performing arts materials (sheet music, programs) with conservation-grade protocols
- Researched historical context for items, adding annotations to records to support academic inquiries
- Presented a final reflection slideshow to faculty and peers, summarizing key learnings in archival ethics and workflow optimization

New York Public Library, Stephen A. Schwarzman Building

General Research Division Page

New York, NY

May 2018-June 2020

- Provided critical circulation support for 4+ million research materials, handling rare/aged items with care and adhering to preservation protocols
- Developed customer service dexterity by navigating complex patron needs with empathy and professionalism
- Assisted a diverse patron base (researchers, students, tourists, unhoused individuals) with directional inquiries, account creation, and basic tech help—fostering equitable access to resources

INSTRUCTIONAL DESIGN & TEACHING EXPERIENCE

Dominican University, Rebecca Crown Library

Instruction Internship

River Forest, IL

July 2024-present

- Design and facilitate information literacy instruction grounded in Universal Design for Learning (UDL) principles to support accessibility, engagement, and learner variability
 - Workshops created include Research Readiness: Psychology; Research Readiness: Nursing; Legos in the Library; MLIS ePortfolio Co-Working Sessions
- Partner with faculty to design curriculum-integrated information literacy instruction, adapting content to meet specific disciplinary and student needs
- Assess the effectiveness of information literacy instruction through learning analytics, surveys, and formative assessment, using findings to inform content revisions

Dominican University, Academic Success Center

CRWS PLTL Leader

River Forest, IL

Spring 2024

- Lead undergraduate transfer and retention students through the foundational reading/writing course, Critical Reading, Writing, and Speaking, using the Peer-Led Team Learning model typically used for STEM courses
- Utilized Canvas to integrate media literacy and writing skills throughout the course content and to communicate with students about their submitted coursework
- Partnered with course Professor Jodi Cressman to design scaffolded writing assignments, aligning sessions with course objectives and student needs

LEADERSHIP EXPERIENCE

Dominican University, Academic Success Center

Writing Fellow

River Forest, IL

April 2024-present

- Provided one-on-one writing mentorship to students across disciplines, offering feedback on structure, argumentation, and research integration
- Championed social learning as a tool for democratizing academic success, particularly for first-gen and

non-traditional students

Dominican University, School of Information Science

President, Information Science Student Association

River Forest, IL

April 2024-April 2025

- Revitalized the university's dormant ALA student chapter, recruiting 50+ members and re-establishing partnerships with faculty and library professionals
- Advocated for student needs by bridging communication between the SOIS, faculty networks, and national ALA resources
- Led the 5-officer executive board, delegating responsibilities and fostering collaboration to organize academic, professional, and social programming
- Designed promotional campaigns (social media, newsletters) to boost engagement and attendance
- Mentored incoming officers to ensure leadership continuity, leaving the chapter active and sustainable post-graduation

Marymount Manhattan College, Theatre Arts Student Council

Theatre History Representative

New York, NY

Aug 2019-May 2020

- Liaised between students and faculty to improve access to research opportunities, internships, or conference funding
- Advocated for theatre history students' academic needs in departmental meetings, ensuring curriculum concerns and opportunities were addressed

Marymount Manhattan College, Chapter of Young Democratic Socialists of America

Co-founder and Vice President

New York, NY

Sept 2018-May 2020

- Organized students to fight for the immediate needs of student workers on campus
- Hosted member meetings and social events, including tabling at the annual Strawberry Festival, distributing political literature, recruiting new members, and organizing participatory campaigns

PROFESSIONAL EXPERIENCE

Half Price Books

Bookseller

Houston, TX

Jan 2022-Aug 2023

- Evaluated used books and media for purchase, assessing condition and market value to determine fair pricing
- Resolved customer inquiries and concerns professionally, fostering repeat business and customer satisfaction
- Operated store systems for inventory management, including searching for titles and updating product availability

Lincoln Center Theatre

LCT3 Intern

New York, NY

Sept 2019-Jan 2020

- Assessed submitted scripts for literary quality, thematic relevance, and production feasibility, providing detailed coverage to inform selection committees.
- Analyzed narrative structure, character development, and dialogue to assess alignment with the theatre's artistic vision and audience demographic
- Summarized plots and themes in concise reports, distilling key strengths and weaknesses for artistic directors and development teams
- Participated in script discussion meetings to offer critical insight to programming decisions

Renee and Chaim Gross Foundation

Print Collection Intern

New York, NY

Feb-June 2019

- Handled delicate artworks (lithography and silkscreen prints by Chaim Gross, c. 1900-1990) with conservation-grade protocols for storage, display, and researcher access
- Cataloged and documented prints using archival standards, ensuring accurate metadata for artist, medium, and provenance
- Researched artists and printmaking techniques to enhance collection records and support scholarly inquiries

COMMUNITY SERVICE

Chicago Books to Women in Prison

Chicago, IL

Letter Responder

October 2024-present

- Matched incarcerated individuals' reading requests with donated books, ensuring alignment with their interests, educational goals, and prison restrictions
- Worked with a volunteer team to pack and ship 50+ book packages weekly, prioritizing urgent requests (e.g., legal/educational materials)

PRESENTATIONS

Dominican University Scholarship and Ideas Exposition, April 2025

- *First-Year Experience: Assessing Library Use and Research Behaviors*
 - Poster presentation, co-authored by fellow 2024-2025 Instruction Interns Vanessa Gonzalez and Joseph Moore, advised by Instruction Librarian Ben DeBiasio

Marymount Manhattan College 43rd Honors Colloquium, March 2020

- *Performing Domesticity, Subverting Stereotypes: The Theatrical Influences on Decorative and Folk Art by Nineteenth-Century American Women*
 - Thesis presentation, advised by art history professor, Dr. Adrienne Bell

PROFESSIONAL ORGANIZATIONS

American Libraries Association (2023-)

Theatre Libraries Association (2023-)

Theatre Communications Group (2023-2024)

TECHNICAL SKILLS

Omeka, Sierra, WorkFlows, Alma, OxygenXML Editor, Springshare, Microsoft Office, Google Suite, Canvas LMS, Blackboard LMS, Wordpress, Canva, beginner HTML/CSS/Jekyll, beginner Adobe Photoshop/Lightroom, social media literacy, data management, digitization, research and reference services, empathy, and optimism

HONORS AND AWARDS

Sr. Lauretta McCusker Scholarship Recipient, Dominican University, Fall 2022

Theatre History Gold Key Recipient, Marymount Manhattan College, Spring 2020

- Selected by faculty, the recipient must demonstrate academic integrity, self-reliance, and a commitment to independent learning; must have a GPA of 3.5 and be a graduating senior

REFERENCES

Daniela Martinez

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Jen Stockdale

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Ben DeBiasio

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