

CARLY HEFFNER

Information Professional & Educator

CONTACT

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SUMMARY

I am a creative, educator and information professional looking for new and exciting experiences in both the public and private sector. My main strengths include being highly organized, critical thinking, and problem solving.

EDUCATION

Masters of Information
McGill University |
Montreal, QC
2019 - 2021

Bachelors of Education
University of Western
Ontario | London, ON
2013 - 2014

Bachelors of Fine Arts
Emily Carr University |
Vancouver, BC
2007- 2011

PROFESSIONAL SKILLS

- Bookkeeping
- Strategic Planning
- Information/Records Management
- LIS Software
- Grant Writing
- Microsoft Office
- Research
- Data Entry

PROFESSIONAL EXPERIENCE

ARCHVIST ADMINISTRATOR

JAHSENA | January 2023 - January 2025

- Attended to duties in maintaining the Archive, Library, and Special Collection
- Worked closely with board members
- Implemented policy development and membership systems
- Managed operations
- Information and Records Management
- Facilitated programming and outreach opportunities
- Coordinated and scheduled volunteers
- Editor for quarterly newsletter

DIRECTOR OF LIBRARY SERVICES

Yellowhead County | Wildwood, AB | April 2022 - October 2023

- Oversaw Evansburg, Wildwood, and Niton Junction Public Libraries
- Carried out day to day administrative and financial duties
- Acted as a liaison between library Managers and the Library Board
- Maintained strong relationships with community members including Council and organizations in Yellowhead County (eg; Lobstick Learning)
- Created and delivered the 2023 budget
- Performed HR duties, including hiring and training staff

CIRCULATION CLERK & COMMUNITY LIBRARIAN

Servus Credit Union Public Library | Blackfalds, AB | November 2021 - March 2022

- Attended to circulation desk related tasks
- Submitted grant applications and was successful in receiving requested funds for programming resources and materials
- Collaborated with Outreach Coordinator to facilitate programs
- Tutored school aged children, some of which were ELL
- Taught art camps for ages 10-14 and literacy clubs for children 4-6

PROFESSIONAL EXPERIENCE CONTINUED

WORKPLACE CHARACTERISTICS

- Systems Thinker
- Collaborative
- Organized
- Inquisitive
- Strong Work Ethic
- Effective Presenter
- Active Listener
- Highly Motivated
- Multi Tasker
- Time Management

ATTENDED CONFERENCES

Head Start
Edmonton Law Library
Association | Edmonton, AB
2023

ACJS Conference
Panelist - McGill University
Montreal, QC
2022

ASSOCIATION MEMBERSHIPS

Foothills Library Association
Member since 2020

Library Association of
Alberta
Member since 2020

Association of Records
Management Administrators
(ARMA)
Member since 2024

SPECIAL PROJECTS ASSISTANT

McLennan Library McGill University | Montreal, QC | January – March 2020

- Performed tasks in collection management and cataloging services
- Assessed materials barcodes, and physical quality of the collection to send to storage facility
- Worked independently in assigned areas to ensure tasks were being done cohesively with other project assistants

ASSOCIATE DIRECTOR

Camp Solelim | Sudbury, ON | June – August 2018

- Oversaw and ensured the safety of 120 campers and managed 50 staff while working with the camp Director
- Carried through daily operational tasks (eg; called appropriate maintenance staff when needed)
- Served as an Office Manager, using Microsoft Office
- Managed various accounts and completed weekly orders (eg; ordered safe drinking water for the entire camp throughout entire summer)
- Maintained strong relationships between the camp and the town of Sudbury
- Participated in weekly senior and general staff meetings and evaluations

FULL DAY KINDERGARTEN TEACHER

Bialik Day School | Toronto, ON | September 2015 – June 2018

- Supervised and ensured the safety of 21 students
- Taught multileveled students, creating differentiated activities to best meet learning needs
- Implemented a guided, shared, and take home reading program
- Designed a play and inquiry-based learning environment
- Implemented daily STEAM activities
- Led clubs and committees
- Developed and maintained a strong professional rapport with parents
- Displayed a strong knowledge of relevant technology working in a Mac laptop environment

SELECTED VOLUNTEER WORK

Calgary Historic Week
Calgary, AB
February 2025 – Present

MONTREAL WEST CHILDRENS LIBRARY
Montreal, QC
September 2019- March 2020