

# M. ISABEL SOTO - LUNA

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## Education

Master of Library Science, Leadership and Administration Emporia State University - Denver Campus	2018
Bachelor of Arts, Mass Communications Colorado State University Pueblo	2015
Bachelor of Science, Spanish Colorado State University Pueblo	2015
Associate of Applied Science, TV & Radio Production Pikes Peak Community College	1999

## Experience

Vis. Asst. Prof. of Library Services – Web & Outreach, Liaison – HSB Aug. 2019 – June 2021  
Colorado State University Pueblo

- Serve as the liaison to the Hasan School of Business which includes providing course specific instruction sessions and assignment and research support.
- Manage collection development for assigned area and identify materials for course use in Blackboard, reserves, and/or course pack.
- Developed and implemented a comprehensive communications plan that ensures consistent messaging and branding for library communications in order to promote the role and value of the library to campus constituents.
- Coordinate and support library faculty and staff communications to promote library resources and services on the library website, social media, print, and campus Email Digest.
- Collaborate in planning and orchestrating community events including chairing the library's Co-Sponsorship Events & Displays Committee.
- Create and maintain informational materials, displays, and exhibits and collaborate with campus communications staff to create press releases and promote the library's services.
- Assist the Dean with outreach, PR, and marketing to help advance the library's message on campus and in the community.
- Use the University's content management system to design and maintain library web pages including the Library Highlight's section on the main library page, the Open Educational Resources page, the Open Education Week page, and the University Archives and Special Collections page, among others.
- Provide reference & consultation services through the Research Help Desk, office one-on-consultations, email, LibAnswers chat, and phone communications for students and faculty to assist in research, information literacy, and scholarly communications.
- Collaborate with and assist faculty to integrate information literacy across the curriculum and help assess and achieve library student learning outcomes.
- Stepped in to do the layout editing for the El Río Student Journal.
- Secured the Provost's Professional Development grant funding in the amount of \$1400.
- Assisted the Dean with research for an NFP grant application.

## Development Specialist

July 2015 – Aug. 2019

### Pikes Peak Library District

- Plan and execute online and end-of-year fundraising campaigns, donor recognition, and fundraising events, including logistics, sponsorship identification, staff engagement, and volunteer recruitment/management.
- Implement development efforts using virtual communications and social media, on-line giving, and Foundation website
- Conduct research regarding donor prospects, grant opportunities, fundraising policies and best practices
- Update and maintain donor database
- Assist with documents for PPLD Foundation board meetings
- Help with translating district handouts and information into Spanish, interpret for and assist Spanish speaking patrons
- Collaborated in the implementation of the Inclusive Internship Initiative and the recruitment of interns of diverse backgrounds, translated the documents into Spanish for use in the program

## Archives Assistant

Aug. 2013 – June 2015

### Colorado State University Pueblo Library

- Produced, transcribed, and indexed archive interviews with local Chicano Movement activists
- Assisted in rehousing and cataloguing of artifacts for the Native America Orman collection
- Assisted in maintaining inventory of archive materials and artifacts
- Curated artifact displays
- Digitized archive photographs and other materials
- Photographed entirety of Native American Orman collection
- Produced archive promotional video and library orientation video

## Team Lead

Nov. 2014 – Dec. 2014

### Pueblo Health Department Family Planning Clinic

- Created full SWOT analysis for #GoAskTara Program
- Created methods to maximize all opportunities to bring knowledge of program to the community
- Created logo, flyers and mail outs, PSAs, contact list for the client to get the information to the community

## Publications

*Under contract* - Editor, *Supporting Your Hispanic Students in Academic Libraries*, Series on Critical Race Studies and Multiculturalism in LIS, Library Juice Press, Litwin Books, to be published May 2022.

## Presentations

Presenter, *How to Use Google Drive*, Colorado Chicano Movement Archives Board, CSU Pueblo, Training Session, November 2020

Co-Presenter, *Section and Membership Engagement of Diversity and Inclusion*, Instructional Section – Association of College and Research Libraries, 2020 ALA Emerging Leaders Team C, June 2020

Co-Presenter, *Introducing Faculty to OER*, Workshops, CSU Pueblo, October 2019

Panelist, “Where Are They Now?” Alumni Panel, World Languages Department, CSU-Pueblo, September 19, 2019

Presenter, *Personalized Fundraising with CrowdRise*, Webinar, Giving Back Circle – Spectrum Advisory Committee, American Library Association, March 21, 2019

Moderator, *Fourth Thursday Film Showings and Community Conversations*, All Souls Universalist Unitarian Church, Monthly January – July 2019

Panelist, *Begin Here: First Impression of Serbian Libraries from Students in a Cultural Experiential Learning Program*, Climb (Culture: Language, Literary, Translation, Library and Information Studies, Teaching Methodology and Book History) Conference, Faculty of Philology – University of Belgrade, May 30, 2018

Moderator, *Libraries Transform - Diversity & Equity (Symposium on the Future of Libraries)*, 2018 ALA Midwinter Meeting, February 11, 2018

## Grants

Colorado Department of Higher Education, Grant to complete Creative Commons Certificate Training in the Spring of 2021, Grant received Oct. 2020 - \$500

Faculty Development Grant, 2019 - \$1400

## Service

Chair, Giving Back Circle – Spectrum Advisory Committee, ALA	Aug. 2018 – Present
Chair, Library Board, CSU Pueblo	Fall 2019 - Present
Advanced Web Editors Group, CSU Pueblo	Academic year 2020-2021
Faculty Procedures and Policies Committee, CSU Pueblo	Academic year 2020-2021
El Río Student Journal Advisory Board, CSU Pueblo	Academic year 2020-2021
University Board on Diversity and Equity, CSU Pueblo	Academic year 2019-2020
Faculty Compensation Committee, CSU Pueblo	Academic year 2019-2020
First Generation Student Mentor, CSU Pueblo	Academic year 2019-2020
Pueblo Economic Development Corporation – Outdoor Recreation	Spring 2020 - Present
Action Team Co – Chair, Colorado Springs Sanctuary Coalition	March 2017 – Aug. 2019
Team Lead/Immigration Co – Chair, ASUUC Social Justice Action Team	March 2017 – Aug. 2019

Student Representative, ESU SCALA 2017 Denver Cohort  
Treasurer, Staff Organization of Pikes Peak Library District

Jan. 2017 – Jan. 2018  
Oct. 2015 – Dec. 2016

## **Professional Development**

Creative Commons Certificate for Educators, Creative Commons Organization, Spring 2021  
Social and Behavioral Responsible Conduct of Research, IRB Training, March 2021  
Search and Screen Committee Training, Nov. 2020  
Safe Zone Training, CSU Pueblo, Oct. 2020  
Colorado Community Colleges Online Conference, Oct. 2020  
Faculty Academy, CSU Pueblo, Spring 2020  
ALA Midwinter Conference, Jan. 2020  
Open Education Ambassadors - OTN Training, 2019  
Spectrum Leadership Institute, 2018  
ALA Annual Conference, 2018  
ALA Midwinter Conference, 2018  
Colorado Association of Libraries Conference, 2017  
Consumer Health Information Specialization, MLA, 2017  
REFORMA Mini – Conference, 2017  
Public Library Association Conference, 2016  
Colorado Association of Libraries Conference, 2015

## **Professional Organizations**

American Library Association  
Association of College and Resource Libraries  
Ethnic and Multicultural Information Exchange Roundtable  
REFORMA

## **Honors**

ACRL Member of the Week, February 3, 2020  
2020 Emerging Leader, American Library Association, sponsored by the Ethnic and Multicultural Information Exchange Roundtable  
2017 – 2018 Spectrum Scholar, American Library Association, sponsored by the National Library of Medicine and Medical Library Association  
Recipient, H.W. Wilson Foundation Scholarship, Emporia State University  
Sigma Delta Pi, Colorado State University Pueblo  
Phi Kappa Phi, Colorado State University Pueblo