

Taylor R. Duncan

120 Werner St, Bridgeville, PA 15017 ♦ 412-841-8372 ♦ taylor.reneegrace@gmail.com

Professional Experience

Editor and Co-Founder, *Running Ink, LLC*, Pittsburgh, PA
December 2017 - Present

- ◆ Founded self-startup service providing comprehensive dissertation and manuscript, consultation, and research assistance for clients
- ◆ Review and edit manuscripts intended for publication from major textbook publishers and high impact academic journals
- ◆ Apply expertise with grammar, specific formatting (ETD), publication styles (APA, MLA, Chicago, CBE, etc.)
- ◆ Assist English Language Learners with editing, sentence construction, references, and comprehension
- ◆ Provide tutoring services relative to academic writing and research

Instructional Design Librarian, *Northcentral University*, Prescott Valley, AZ
June 2013 – Present

- ◆ Create learning materials (videos, interactive tutorials, and printable guides) to support courses, contribute to a repository of FAQs, and develop written guides to assist students with the Research Process
- ◆ Work collaboratively with the Instructional Design team, Curriculum Directors and all departments to fully integrate and promote library resources and services within the classroom
- ◆ Provide unprecedented library resource and service support via advanced delivery modalities including synchronous (phone, chat, web conferencing software) and asynchronous (Ask a Librarian, email) communication
- ◆ Train faculty, curriculum directors, subject matter experts, and instructional designers on library resources & services as well as information literacy outcomes
- ◆ Host live workshops via GoToMeeting on a variety of topics including RefWorks, Beginning the Research Process, Website Evaluation, and Copyright in the Digital Age

Assistant Editor, *Our Lady of the Sacred Heart High School*, Coraopolis, PA
August 2009 – May 2013

- ◆ Assist in the editorial process for the high school's constituent magazine, *OLSHighlights*; brainstorm article topics, conduct interviews, write, edit and revise articles

Assistant Director of Student Affairs-Libraries/Tutoring, *EDMC OHE*, Pittsburgh, PA
November 2010 – June 2013

- ◆ Responsible for all library and tutoring operations for the distance education divisions of Education Management Corporation including Argosy University, Art Institute of Pittsburgh Online Division and South University
- ◆ Train students, faculty, curriculum, academic advisors, admissions representatives, and tech support staff on library and tutoring services and resources through delivery methods of face-to-face training as well as web conferencing. Travel and present on library and tutoring services to full-time faculty, doctoral residency students, and corporate stakeholders

Manager of Online Library Services, *EDMC Online Higher Education*, Pittsburgh, PA
June 2010 – November 2010

- ◆ Create and conduct training sessions geared towards faculty and students on topics related to information literacy and library resources and services
- ◆ Travel to doctoral residency programs to meet with students regarding dissertation research assistance and conduct workshops for doctoral students on library services

Instructional Specialist, *EDMC Online Higher Education*, Pittsburgh, PA
February 2010 – June 2010

- ◆ Monitor online classroom activity by students and faculty using direct observation and summary reports for compliance with EDMC OHE minimum performance standards, educational institution policies, and accreditation standards
- ◆ Communicate regularly and effectively on instruction-related issues and topics with appropriate academic leadership

Copy Editor and Quality Assurance Analyst, *EDMC Online Higher Education*, Pittsburgh, PA
November 2009 – February 2010

- ◆ Analyze, report on, verify and certify content and consistency of online courses in order to improve student performance, drive operational efficiency, enhance customer service, and refine student experience

Technical Writer, *Industrial Scientific Corporation*, Oakdale, PA
May 2007 – December 2007

- ◆ Edited, transferred, and revised technical literature from Oldham gas detection instrumentation manuals into format of Industrial Scientific Corporation manuals

Publications Intern, *Industrial Scientific Corporation*, Oakdale, PA
March 2007 – May 2007

- ◆ Updated, edited, and published Industrial Scientific's training manual, *Gas Detection Made Easy*, which is utilized for training courses that address key issues faced by users in managing a gas monitor program

Tutor, *Writing Center, Duquesne University*, Pittsburgh, PA
August 2005 – May 2007

- ◆ Assisted undergraduate and graduate students from all disciplines with any issues related to proper essay composition

Education

Master of Library & Information Science, University of Pittsburgh, Pittsburgh, PA

- ◆ August 2009

Master of Arts in Literary & Cultural Studies, Carnegie Mellon University, Pittsburgh, PA

- ◆ May 2008

Bachelor of Arts in English, Duquesne University, Pittsburgh, PA

- ◆ May 2007

Professional Development & Activities

- ◆ *American Library Association Membership* 2008-Present
Association of College & Research Libraries
Librarianship in For-Profit Educational Institutions
- ◆ *Recent Presentation* 2017
Bezset, A., Duncan, T., & Litvin, K. (2017, June). Online Research Consultations at a Medium-Sized, For-Profit University. Poster session presented at ALA Annual Conference, Chicago, IL.
- ◆ *Recent Publication* 2018
Bezset, A., Duncan, T., & Litvin, K. (2018). Implementation and evaluation of online, synchronous research consultations for graduate students. *Library Hi Tech News*, 35(5).