

## MONTRESSA HUNTER

909 Back Bay Ct NE • Kannapolis • NC • 28083 • (704) 224-2731  
MONTRESSAHUNTER@GMAIL.COM

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### Professional Profile

Innovative Library Professional with extensive experience in library technology and programming. Adept at connecting patrons with resources, organizing materials, and ensuring smooth library operations. Proven ability to design and implement engaging programs for diverse audiences, utilizing advanced technology and creative content creation tools.

- **Programming & Content Creation:** Skilled in developing and presenting educational programs for various age groups, integrating Generative AI, and creating digital resources.
  - **Library Technology:** Proficient in library software, Adobe Suite, Canva, and other digital tools.
  - **Communication & Collaboration:** Exceptional at working collaboratively, delivering presentations, and providing support in a dynamic library environment. Development and presentation of educational programs.
  - **Organizational Skills:** Highly organized with experience in cataloging, shelving, and managing library materials.
  - **Customer Service:** Highly skilled in providing effective support and advisory services.
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### Education

#### **Master of Library and Information Science (MLIS)**

*North Carolina Central University, Durham, NC*

Spring 2025

#### **Bachelor of Arts in Psychology**

*Livingstone College, Salisbury, NC*

2009

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### Professional Experience

#### **Media Assistant**

*Cabarrus County Schools, Concord, NC*

**August 2022 – Present**

- Enhance educational content using advanced technology, including Smartboards, iPads, and other digital tools to support student learning and engagement.
- Manage the circulation desk, including processing materials, cataloging new additions, and maintaining an organized and accessible library collection.
- Supervise media assistants, ensuring efficient daily operations and providing guidance on best practices.
- Develop and maintain the library's social media presence, creating engaging content that highlights resources, programs, and events.

#### **Graduate Assistant**

*Department of Extended Studies, North Carolina Central University, Durham, NC*

**August 2023 – August 2024**

- Supported the department's teaching and research missions through meticulous data collection, analysis, and the creation of innovative digital resources.

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- Managed social media platforms and designed marketing materials using Canva and Adobe Suite, enhancing the department's outreach and visibility.
- Assisted faculty in research efforts and developed educational materials tailored for new student orientation, contributing to an enhanced onboarding experience.

### **Historic Interpreter Intern**

#### ***North Carolina Department of Natural and Cultural Resources / Town Creek Indian Mound Summer 2024***

- Conducted in-depth research on the site's historical artifacts and cultural significance, presenting findings to inform future exhibit developments.
- Led guided tours and interactive workshops, enhancing public engagement and education through dynamic storytelling and historical interpretation.
- Developed digital resources, including educational content and marketing materials, to enhance visitor experiences and promote the site's rich history.

### **Owner / Principal Photographer**

#### ***M Hunter Photography, Concord, NC***

#### **January 2018 – Present**

- Capture and edit high-quality portraits, expertly managing client relationships to deliver exceptional photography services.
- Develop and execute targeted marketing strategies, resulting in a strong client base and a high rate of repeat business.
- Manage all aspects of the business, including scheduling, invoicing, and maintaining a strong social media presence that effectively showcases work and attracts new clients.

### **Hearing Impaired Language Facilitator**

#### ***Cabarrus County Schools, Concord, NC***

#### **August 2018 – August 2022**

- Facilitated communication between hearing-impaired students, peers, and educators, enhancing classroom inclusivity and student comprehension.
- Provided tutoring and managed assistive devices, supporting the educational success of hearing-impaired students through personalized assistance.
- Acted as a liaison to foster positive relationships within the educational environment, contributing to a supportive and collaborative atmosphere.

### **Admissions Assistant**

#### ***Kings College, Charlotte, NC***

#### **June 2012 – June 2018**

- Supported the admissions process through outreach, student engagement, and the preparation of recruitment materials, effectively increasing applicant interest.
- Represented the institution at community events, high school college fairs, and campus tours, delivering presentations that highlighted academic programs and student life.
- Ensured compliance with institutional policies, providing clear communication to prospective students and families regarding the admissions process.

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**References available upon request**