

Victoria A. Hauser

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Education

Master of Science, Information Sciences, May, 2023

University of Tennessee - Knoxville

Master of Arts, History, December, 2011

Virginia Commonwealth University

Bachelor of Arts, History, May, 2002

University of North Carolina - Asheville

Employment

Librarian, Adult Services, Henrico County Public Libraries

2024 - present

- Assist patrons with reference questions, confirm availability of library materials, place holds for patrons, provide instruction on computers, printing and copying, and provide book recommendations through in-person conversations and online requests.
- Respond to inquiries about programs and library facilities.
- Develop and lead programs, including teaching introductory computer classes.
- Prepare displays incorporating library materials.
- Serve on the Readers' Advisory committee and contribute to the research and development of genre bookmarks to support readers' advisory services throughout all library branches.
- Serve as the person-in-charge of the library as needed.
- Work in a part-time capacity in the Adults services area of the Varina area library.

Public Services Specialist, Adult Services, Henrico County Public Libraries

2023 - 2024

- Assisted patrons with reference questions, confirm availability of library materials, place holds for patrons, provide instruction on technology, respond to inquiries about programs and library facilities, and track tasks in the library database.
- Supported instructional classes, prepared displays incorporating library materials, maintained updated job and resume resources, and contributed to monthly collection maintenance programs.
- Worked in a part-time capacity in the Adults services area of the Libbie Mill library.

Project Coordinator, Burns & McDonnell Engineering

2019 - 2022

- Provided logistical, technical and administrative support for construction projects, while maintaining accurate records and client-focused service.
- Supported environmental services and utility right-of-way projects through quality reviews of easement research and title reviews.

Project Coordinator, Wendel Companies

2009 – 2019

- Coordinated teams of project managers, architects and engineers with logistical, technical and administrative support for design projects.
- Responsibilities included team communications, monitoring budgets, invoicing, coordinating quality reviews, and preparing written reports for stages of design.

Preservation Planner, Department of Planning and Community Development City of Petersburg, Virginia

2002 – 2009

- Provided residents and business owners with assistance on standards and guidelines for the treatment of properties, assisted owners with research on historic properties and rehabilitation incentive programs.

**Volunteer
Experience**

- Visual Studies Collection, Library of Virginia** 2015 - 2019, 2023
- Processed analog drawings and correspondence of the Sheldon Leavitt architectural and engineering collection. Assist with organizing and cataloging visual studies collections, including family photographs, slides, and ephemera.
- Secretary, Board of Directors, Richmond Road Runners Club** 2020 - 2023
- Secretary, American Library Association - UTK Student Chapter** 2022 - 2023