

Aisha Abdul Rahman Wells

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EDUCATION:

BS Business Project Management American Intercontinental University Online	2019- Current
COVID 19 Contact Tracing Certificate John Hopkins University	2020
Asana Certified Pro	2020
Certificate of Achievement - Library and Information Technology Sacramento City College Sacramento, CA	2019
PhD Transpersonal Psychology University of Sedona	2017
MS Metaphysics University of Sedona	2014
BS Metaphysics University of Sedona	2014
AA Business Administration American Intercontinental University Online	2005

QUALIFICATIONS:

Library Science and Technology Skills

Strong Outreach Skills using new and existing technology, including social media.

- **Library Systems** – Sierra Integrated Library System; EBSCO Databases, Polaris, Alma.
- **Hardware** – desktops, laptops, tablets, ereaders, printers, copiers, and scanners, etc. Large format laser printers, Canon DSLR cameras, USB & XLR Microphones
- **Software** – Windows/IOS/Android, Word, Excel, Access, One Note, PowerPoint, Outlook, Acrobat, Firefox, Chrome, IE, Safari, web email, Google Drive, One Drive, Drop Box, Photoshop, Lightroom, InDesign, Dreamweaver, Adobe Premier, Pages, iMovie, Garage Band, Numbers, XCode, Second Life
- **Maker Tools**- Universal Systems Laser Cutter 4' x 8' CNC Router, Sawstop 10" Table Saw, Vertical Band Saw, 10" Disk Sander / Belt Sander, Compound Miter Saw, Variable Speed Drill Press, Assorted Hand Tools, Small Power Tools (Cordless Drills, Rotary Tools Jigsaw, Staple Guns, Orbital Sanders, Etc.) Roland TrueVIS large format printer / cutter, Chroma Key Green Screen, Softbox Lighting, Umbrella Continuous Lighting, LED Ring light, Form Labs Form2 SLA 3D Printer
- **Mixed Media**- Collage ephemera, watercolor, acrylic, gesso, embellishments, DSLR etc.

EXPERIENCE:

Backstage Library Works, Wedding & Accession Technician 6-12/2019

University of Southern California- Los Angeles, CA

- Weeding of over 500,000 items at the University of Southern California Grand Avenue Library and Depository, including books, brochures, and pamphlets, in various languages including Japanese, Chinese, French, and German, as well as state and federal government documents organized in Dewey, LC, Accession and SuDocs
- Moving, reshelving, interfiling, cleaning and compacting library materials
- Managing Library materials within ReClass Manager
- Verifying that the catalog data accurately corresponds to each physical item and its labels
- Updating & removing library materials in Alma Cloud based LMS

Library Services Assistant Intern

2-5/2019

Sacramento City College – Sacramento, CA

- Assisted and instructed students on how to locate materials and to use the online catalog.
- Provided guidance and direction to library patrons on location of campus resources and general reference.

Library Technician Intern

1-5/2019

Yuba College Library – Yuba City, CA

- Assisted library media specialist with all aspects of running the college library.
- Accurately shelved books and media. Kept shelves neat and organized.
- Assisted with collection maintenance, shelving of materials, materials processing, and simple data entry.
- Taught and assisted students to locate materials and to use the online catalog
- Cataloged and made shelf ready new materials.
- Brought patron records up to date.
- Weeded outdated materials
- Laminate and apply book jackets on new materials, and property stamp new materials.
- Assist with small tasks (copying, faxing, printing, and computer use)
- Perform library inventory maintenance, serial check-in, binding of journals
- Issue library use cards; explain the policy for the library card.

Makerspace Specialist Intern

2-5/2019

Sacramento City College Makerspace – Sacramento, CA

- Employed in-depth knowledge, interpersonal skills, and experience to interact with makerspace members to answer a wide range of reference inquires, research, and assist with subject specific reference materials.
- Communicated the mission of the library to the makerspace community through instructional sessions.
- Developed and taught Internet and Library Research Workshops in scheduled one-hour workshop sessions.

- Designed and developed Makerspace Libguide and suggested reading list

Staff Training & Development

2011-2015

RockCliffe University Consortium

- Developed, and delivered concepts, curriculum, and course materials for online instructors. Design, Development and Management of Moodle LMS as well as Sloodle a 3D Virtual LMS that combines Second Life and Moodle.
- Staff training in learning styles, multiple intelligences, online learning, and delivery via Moodle LMS.

Instructional Design Assistant

2010-2011

Western Electrician Contractors Association

- Designed, developed, and delivered training materials for online, self-directed training for general contractors.

RELATED

EXPERIENCE:

- Sole Proprietor of Legacy Lab LLC. - Legacy Designs Studio and Legacy Lab IO
- Executive Administrative Assistant, Salam Islamic Center
- Event Planner & Exhibit Design- An Evening at The Crest Contemporary Art Exhibit
- Event Planner, Curator, & Exhibit Design- 1001 Inventions SALAM Event
- Inventory Replenisher & Merchandiser, Michaels Arts & Crafts

CURATED EXHIBITIONS:

Black Lives Matter Virtual Art Exhibit Second Life

July 2020

PUBLICATIONS:

Dive Deep: A Journey of Self Exploration & Discovery & Companion Art Journal 2013

Dive Deep is the first in a series of Journey Guidebooks written by Aisha La'Don Abdul Rahman. Aisha takes you on an underwater exploration of your true inner self where you discover amazing truths and future possibilities you never thought possible.

Through a series of therapeutic art journal activities, you discover your true essence and divine purpose in which you were sent.

TEACHING:

- Girl Scouts of American weekly meetings, cookie sales, outings, and events with girls 5-17 years of age.
- Online Staff training and development with Moodle LMS
- Curriculum, Online Course Development and Training for WordPress LearnDash

**PROFESSIONAL
SERVICE:**

Volunteer, Mentor, SCORE
Troop Administrator & Leader, Girl Scouts of America
Pop Up Exhibit Merchandiser & Attendant, Islamic Art Exhibit
Board Secretary, Masjid AsSabur, Sacramento, CA
Mental Health Awareness Artist Contributor, City of Sacramento
Volunteer Web Designer, InEducation Online
Board Member & Volunteer, Event Photographer, Why Islam Sacramento
Volunteer Photographer, Chalk It Up Sacramento
Volunteer, Desktop Publisher, Campbell City Hall

AFFILIATIONS:

Member, American Library Association
Member, California Library Association
Member, Association for Computing Machinery
Asana Together, Certified Pro
WordPress Meetup Sacramento