Sonja Sheffield

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EDUCATION

Kent State University, Kent, Ohio | *BS, Biological Science*
- Awarded degree 12/1994

University of Kansas, Lawrence, KS | *MS, Botany*
- No degree (attended 1995-1997)

University of Southern Mississippi | *MLIS, Library and Information Science*
- Awarded degree 12/2016

WORK EXPERIENCE

University of South Alabama | *Reference and Instruction Assistant Librarian.* 06/23 – present

- Serve as the Liaison Librarian for STEM faculty and students.
- Provide instruction and research support for STEM faculty and students.
- Work to develop lesson plans and assessment for library instruction.
- Work with faculty to enhance library collections and develop collections that are effective and practical in the STEM fields.
- Coordinate outreach for program development
- Provide research support for faculty and students in STEM fields.
- Collaborate with teaching faculty to promote information and research literacy within the University of South Alabama community.

Smart Home America | *Technical Outreach Director* 06/21 – 5/23

- Engaged community stakeholders in resilience education and mitigation practices.
- Educated through community gatherings and Continuing Education courses, reaching approximately 2500 individuals yearly.
- Acted as a liaison to building and professional trade organizations, and various state entities such as state insurance departments.
- Maintained a FORTIFIED Evaluator™ Certification
- Approved CE instructor for REALTORS®, insurance agents, and contractors in ten states
- Provided support for new FORTIFIED Evaluators contractors to FORTIFIED nationwide.
- Created and helps to maintain online, at-your-own-pace classes for insurers and contractors.

KnockOut Home Inspections| *Mobile County Director* 05/19 – 06/21

- Maintained a FORTIFIED Evaluator™ Certification.
- Documented and submitted FORTIFIED projects to IBHS for designation.
- Educated insurance agents, roofers, builders, and others on the benefits of the FORTIFIED program and how to achieve a FORTIFIED Home™ designation.
- Maintained a positive relationship with local builders, suppliers, and insurance companies.
- Specialized in working through the unusual and challenging projects.

Bethel Engineering | *FORTIFIED Coordinator* 03/15 – 05/19

- Coordinated and oversaw work in the FORTIFIED Department.
- Supervised and mentored other employees in the department
- Educated contractors on the documentation required and any corrections needed to achieve a FORTIFIED designation.
- Achieved and maintained a FORTIFIED Evaluator™ Certification.

University of South Alabama, Marx Library | *Library Technical Assistant II* 2/14 – 3/15

- Ordered books and media for the library including the creating purchase orders, checking in titles, and creating item records.
- Kept statistics related to acquisitions and ordering.
- Supervised staff.
- Processed gift books, including initial weeding.

University of South Alabama, Marx Library | *Library Technical Assistant I* 10/06 – 2/14

- Educated students through tours and formal instruction sessions.
- Kept statistics related to acquisitions and ordering, interlibrary loan, bibliographic instruction, and the Reference Department.
- Supervised students.
- Created and updated a list of copyright permissions for the Interlibrary Loan Department.
- Processed lending requests for Interlibrary Loan.
- Worked on the Reference Desk.

Other Professional Activities

Publication

- Sonja Sheffield (2017) "*An Assessment of Frequently Challenged LGBTQ* Books in Alabama Public Libraries,"* The Southeastern Librarian*: Vol. 65: Iss. 2, Article 2.*

Committee Memberships

- Insurance Institute for Business and Home Safety (IBHS) – FORTIFIED Standard Steering Committee (2022-present).
- Disaster Relief Network (DRN) of Tulsa, Oklahoma – Member of the DRN Housing Council (2021 – present)
- Southeast & Caribbean Disaster Response Partnership (SCDRP) – Steering Committee for the annual meeting (2021, 2022).
- Mobile Home Builders Association Member (2020)
- American Library Association, student member (2014-2019)
- Alabama Library Association, student member (2014-2019)

Conference Presentations | *Professional, invited conferences.*

- American Planning Association (APA) Alabama and Mississippi Chapters annual joint conference. “Building Codes and Beyond: How Better Building Standards Aid In Disaster Response and Recovery”. Co-Presenter (10/24/2022)
- U.S. Green Building Council, Louisiana Chapter. FORWARD Symposium. Panelist on FORTIFIED Construction (10/20/2022)

- Alabama Association of Floodplain Managers (AAFM) annual meeting. "Intentional Resilience - Floodplain Management in the Bigger Picture". 10/6/2021

Grant Writing | *Grant writing assistance for the following grants*

- Robert Wood Johnson Foundation - Alabama Department of Insurance, Mitigation Resource Division, "Resiliency Education and Outreach Initiative". Requested: $250,000. Status: Won (10/2022).
- Robert Wood Johnson Foundation – Smart Home America, "Increasing the financial health and resilience of the workforce through housing". Requested: $250,000. Status: Won (10/2022)
- Freddie Mac – Smart Home America, "FORTIFIED Construction for Developers", part of the Develop the Developer program at Freddie Mac. In process
- State of Louisiana/Louisiana Resilience Academy – Sea Level Rise.org & Smart Home America, "Training the Professional Resilience Occupations Workforce". In process

Technical Skill| *Software and other technical skills*

- Proficient with MS Word, MS Excel, MS PowerPoint, Adobe Acrobat, Google Workspace, Slack, Gmail, Outlook, Zoom, and Monday.com (Project management)
- Experienced with Voyager, ILLiad, Salesforce, Adobe Suite, Thinkific (online teaching platform), Libguides, MS Teams, and GoTo Meeting.
- Familiar with Canvas, Blackboard, Salesforce, Facebook, LinkedIn, SnapChat, Reddit, Instagram, and Twitter.
- Experienced with recording classes, and teaching classes live in person and via Zoom.