

EMILY LE GRAND

PROFESSIONAL BOOK INDEXER AND NATURALIST EDUCATOR

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Educational Background

Biology and Environmental Studies Carleton College, Northfield, MN, USA Bachelor of Arts, June 2009 GPA: 3.8

EcoQuest Field Studies in Ecology Aug- Dec 2008 Kaiuaa, New Zealand

Courses in conservation ecology, ecological restoration, and environmental planning

Master of Library and Information Studies May 2013 Dalhousie University Halifax, NS, Canada

SelfDesign Graduate Institute Masters course Child and Adult Development Dec 2016

University of California Berkeley Extension Abnormal Psychology Dec 2017

Indexing Training

University of California Berkeley Extension

Indexing: Theory and Application Completed November 2019

Ongoing professional development

Sample Indexes

Intrinsic Hope: Living Courageously in Troubled Times by Kate Davies

School's Over by Jerry Mintz

Community Conversations by Paul Born

Indexing Community Involvement

Active Indexing Peer Reviewer

Indexing Society of Canada Member and Outreach Committee Volunteer

American Society for Indexing Gardening and Environmental Special Interest Group Member

Recipient DReam to Indexing Award for new indexers 2020

Indexing and Information Work

Canadian Course Readings, Halifax, NS Metadata and abstracting services, March-May 2020

Prepared metadata and chapter abstracts for 40 Canadian scholarly and progressive texts so they can be more widely assigned and read in Canadian university classrooms

Heron, Craig. *The Canadian Labour Movement: A Short History, 4th ed.* Halifax, N.S.: Lorimer, 2020. Updated index.

Dunlop, Dale and Alison Scott. *The Nova Scotia Bucket List: 25 unforgettable experiences, adventures and destinations selected by Nova Scotia's best travel writers*. Halifax, N.S.: Formac Publishing Ltd., 2020. Completed index.

Field Leader Hiking Participant Course Manual. Outdoor Council of Canada, 2016. Completed index.

Mintz, Jerry. *School's Over: How to Have Freedom & Democracy in Education*. Roslyn Heights, N.Y.: Alternative Education Resource Organization, 2016. Completed index.

Other Work Experiences

Flying Squirrel Adventures, Kentville, NS

Program Facilitator Sept 2018- Present

Plan and facilitate nature connection programs for children, youth and adults in the Annapolis Valley. Assist with program development, planning, promotion and grant writing.

Recreation Nova Scotia, Halifax, NS

Recreation for Mental Health Training Coordinator June 2018- April 2019

Wrote trainer curriculum for recreation coordinators across the province to create inclusive and welcoming recreation programs and facilities. Coordinated and facilitated trainings. Coordinated production of a related board game.

Municipality of the County of Kings, Kentville, NS

Leadership Mentor and Trailblazers Leader September 2014-May 2017

Developed trainings and mentored after school and summer program leaders, focusing on nature education and outdoor play. Wrote reports synthesizing observations of best practices and current research in outdoor play programming. Led outdoor play after school programs.

Waypoint Centre for Self-Directed Learning, Halifax, NS

Co-founder August 2014-January 2016

Began creating a non-profit educational alternative to school for teens which empowers them to pursue their own interests and goals outside a traditional school setting.

Ecology Action Centre, Halifax, NS

Restoration Educator July 2013 - October 2014

Coordinated the Living Shorelines coastal erosion and stormwater management project, from the site selection process to working with a team of diverse professionals.

Bermuda Institute of Ocean Sciences, St. Georges, Bermuda

Library Intern May 2013–July 2013

Re-sorted and developed a new library system for the research institute and trained long-term staff in its use.

Vermont Youth Conservation Corps, Richmond, VT

Conservation Crew Leader May-August 2012

Led and mentored an eight-member high school age crew in trail and conservation projects while camping in the Green Mountain National Forest.

New Economics Society, Great Barrington, MA

Library Intern April–June 2012

Designed and curated the Strategies for a New Economy conference online resources and study guide using an information user-centric approach

Eagle Bluff Environmental Learning Center Lanesboro, MN

Environmental Educator- August 2009-June 2010

Taught three-hour classes in science, outdoor skills and group processes to 10-18 year- old students. Presented evening naturalist programs.

Adler Pollination Ecology Lab, Amherst, MA

Research Technician June – August 2009

Conducted pollination ecology studies in both agricultural and natural settings using a wide variety of field and lab techniques.