
LISA DAVIS

FIU Law Library, 11200 SW 8 Street, RDB 2078, Miami, FL 33199 • 305-348-3320 • lisdavis@fiu.edu

EDUCATION

FLORIDA STATE UNIVERSITY, SCHOOL OF LIBRARY AND INFORMATION STUDIES – M.S., AUGUST 2010

UNIVERSITY OF FLORIDA, LEVIN COLLEGE OF LAW – J.D., *CUM LAUDE*, MAY 2003

UNIVERSITY OF MIAMI – B.S., *CUM LAUDE*, MAY 2000

Majors – English and Biology

Minors – Political Science and Chemistry

EXPERIENCE

FLORIDA INTERNATIONAL UNIVERSITY COLLEGE OF LAW – MIAMI, FL

Interim Law Library Director, August 2015 – present

Assistant Director, Digital Initiatives and Scholarly Communication, February 2015 – present

Interim Associate Dean for Information Resources & Technology, August 2016 – February 2018

Interim Associate Dean for Information Resources, December 2015 – August 2016

Legal Research and Digital Initiatives Law Librarian, July 2013 – February 2015

- Manage law library operations, including personnel, physical and digital collections acquisitions and access, institutional repository, scholarly impact, and outreach initiatives.
- Direct law library budget and resource allocation, including monitoring and reporting to College, University, consortium and national agencies on law library metrics and use.
- Founded the Digital Initiatives Center, and continue to oversee operations, managing digitization and acquisition of electronic resources for the law library; serve as electronic resource manager, engaging in vendor relations, contract negotiation and ensuring patron access.
- Established eCollections @ FIU Law Library institutional repository, including digital curation protocols and archival processes, and continue its development and maintenance.
- Administer and support virtual reference service via LibGuides and LibAnswers.
- Provide outreach and instruction to patrons on resources and best practices, including copyright, publishing and scholarly impact principles.
- Serve as webmaster and content curator for law library website and newsfeeds.
- Point person for internal and external communications with the law library, engaging in cross-department and facilities project management; liaise with University Libraries, facilities, building management, IT, and other departments on shared initiatives.
- Serve on several law faculty committees, including Assessment and Technology.
- Grant writer and grant project investigator for law library.
- Created for-credit legal research and technology skills courses taught from the law library.
- As Interim Associate Dean, oversaw law information technology and media services operations, and served as webmaster and copywriter for College website; managed hardware and software acquisitions and budgeting; oversaw migration from internal to University-supported service model.

MIAMI-DADE PUBLIC LIBRARY SYSTEM – MIAMI, FL

Branch Manager, October 2012 – July 2013

Librarian, May 2009 – October 2012

- Branch Manager and reference librarian with experience in adult, teen and children services.

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- Duties included all aspects of library operations, including collection development and maintenance, assigning and reviewing work of subordinate staff, and programming.
- Responsible for troubleshooting and resolving personnel, maintenance, and facility issues, in compliance with policies and procedures.
- Planned, organized and implemented programming and developed collection according to community needs and departmental, branch, and system-wide initiatives.
- Marketed and provided outreach regarding library programs and services to community and local organizations.
- Provided reference and circulation services to large suburban community in response to their informational, educational, and recreational needs.
- Member of many task-focused committees:
 - provided story telling performance and education for International Art of Storytelling;
 - co-wrote and edited procedure manuals and job descriptions,
 - interviewed staff for YOUMedia Miami; and
 - co-wrote and edited draft strategic plan for the library system.

OFFICE OF THE ATTORNEY GENERAL OF FLORIDA – MIAMI, FL

Assistant Attorney General, Capital Appeals, January 2008 – April 2009

Assistant Attorney General, Criminal Appeals, March 2007 – January 2008

- Appellate attorney representing the State of Florida in capital and criminal appeals in state and federal courts.
- Responsible for independent case load from inception of appeal through entire appellate process, including state appeals, direct appeals, motions for post-conviction relief, and extraordinary writs.
- Representative work included writing briefs and associated procedural pleadings, and arguing the State's position at oral argument, evidentiary hearings, and procedural hearings.
- Engaged in knowledge sharing with peers regarding current case law, including preparing summaries for distribution to peers.
- Worked collaboratively with state attorneys as needed in case preparation, especially during active criminal trials where a state appeal was warranted.
- Responded to internal and external inquiries for legal research on an emergency basis, and assigned to emergency response rotation for this purpose.

ELEVENTH JUDICIAL CIRCUIT OF FLORIDA – MIAMI, FL

Trial Court Staff Attorney, September 2004 – March 2007

- Legal advisor to circuit and county court judges, as well as administrative officers of the courts.
- Responsible for analyzing and resolving questions of law posed by pleadings, and recommending a ruling based on research.
- Prepared memoranda discussing the procedural, substantive and practical ramifications of different possible outcomes of issues presented.
- Condensed selected ruling into draft court or administrative opinions or orders as applicable.
- Individually assigned and accountable to judge presiding over complex products liability litigation cases.
- Took part in creating, editing and updating judicial training materials.

WICKER, SMITH, O'HARA, MCCOY & FORD, P.A. – MIAMI, FL

Associate, August 2003 – August 2004

- Defense attorney representing Baptist Health South Florida and smaller medical facilities in medical malpractice and other legal actions.

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- Drafted pleadings, executed discovery, including taking depositions and interviewing witnesses, and handled assigned caseload.
- Experience includes review of medical records and hospital protocols for case development.

PROFESSIONAL SKILLS AND ACHIEVEMENTS

GRANTS

- Grant Writer, FIU Law Library, 2014 – present
- Grant Project Investigator, FIU Law Library, 2015 – present
- Grant Reviewer, Institute of Museum and Library Services, 2012
- Experience in grant implementation, compliance and reporting
- Awarded Grants:
 - FIU Technology Fee 2017-2018 – Law Classroom Technology Upgrade, author & project coordinator, \$198,000 award
 - FIU Technology Fee 2016-2017 – Resource Enrichment for International Affairs and Law, co-author, project coordinator for law library, \$180,000 award for law library
 - FIU Technology Fee 2015-2016 – Digitization, Access, and Preservation of FIU Audio and Video, co-author, project coordinator for law library, \$25,000 award for law library
 - FIU Technology Fee 2015-2016 – Large Courtroom Upgrade, project coordinator
 - Knight Foundation – YOUmedia Miami digital media center at Miami-Dade Public Library System, 2012-2013, implementation and reporting team member, strategic plan co-author
- Additional Grant Applications (author):
 - FIU Technology Fee 2019-2020 – Resource Enrichment for Law Student Success, request funding for continuation of Lexis Digital Libraries core and Affordability Counts legal materials.
 - FIU Technology Fee 2019-2020 – Law Classroom Upgrades, request funding to convert computer lab to 54 seat modular classroom and upgrade technology in Clinic classroom.
 - FIU Technology Fee 2018-2019 – Law Library Legal Technology Classroom, request for funding to convert computer lab to blended learning classroom, awarded in August 2018
 - FIU Technology Fee 2017-2018 – Assessing Competency in Law Practice Technology, request for funding for student services cloud program Procteras, *ghost author*
 - FIU Technology Fee 2017-2018 – Enhanced Study Room and Collaborative Classroom, request funding for redesigning newspaper reading room and law student quiet study area, *ghost author*
 - FIU Technology Fee 2016-2017 – Installation of Scanning Equipment for Increased Accessibility, request for BookEye scanners for law library
 - NEH Humanities Collections and Reference Resources 2015 – Preserving and Providing Access to Caribbean Historical Materials, 1600's to 1960, request for cataloging and digitization of special collections materials, co-author, budget manager, project coordinator
 - NEH Sustaining Cultural Heritage 2014 - Implementing Sustainable Special Collections Archive at FIU Law Library, request for special collection digitization and access portal, co-author, budget manager, project coordinator

MEMBERSHIPS

- Florida Bar Association, 2003 – present (inactive)
- Dade County Library Association, 2009 – present
- SEFLIN, 2009 – present

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- American Association of Law Libraries, 2013 – present
 - Academic Law Libraries SIS, 2013 – present
 - Computing Services SIS, 2013 – present
 - Research, Instruction and Patron Services SIS, 2013 – present
 - Teaching Legal Technology Caucus, 2016 – present
- American Library Association, 2017 – present

PRESENTATIONS

- SEALS Discussion Group: Law Libraries and Technology Disruption in Legal Information, Legal Education, and the Practice of Law, Summer 2019
- CALI Conference 2019, Leveraging e-Resources for Affordable Course Materials, Summer 2019, <http://2019.calicon.org/node/1/sessions/leveraging-e-resources-affordable-course-materials>
- AALL Conference 2019, Hot Topic: New Metrics for Measuring Scholarly Impact: Law Librarians, HeinOnline and U.S. News & World Report, Summer 2019, <https://eventmobi.com/aall2019/agenda/46a58ddb-3536-49d3-8a60-e6f5f4405884/485dace1-8565-4dfa-8dd6-e72bbf1fd3ce>

PROFESSIONAL DEVELOPMENT CERTIFICATIONS

- Leadership Workshop, American Association of Law Libraries, Summer 2018
- Solutions for Challenging Workplace Relationships, American Library Association, February 2018
- Introduction to Metadata and Linked Data, American Library Association, March 2018
- Effective Management Skills, American Association of Law Libraries, Fall 2017
- Leadership Essentials Program, FIU Center for Leadership, Fall 2015
- bepress Repository Manager Certification Course, Spring 2015

REFERENCE AND RESEARCH

- Research & Reference Guides, http://libguides.law.fiu.edu/prf.php?account_id=3136
 - Bloomberg Law, Lexis Advance and Westlaw: <http://libguides.law.fiu.edu/c.php?g=433849>
 - Business, Innovation and Technology Clinic: Patent Law Project: <https://libguides.law.fiu.edu/patentlawproject>
 - Career Resources: <http://libguides.law.fiu.edu/careers>
 - eCollections @ FIU Law Library: <http://libguides.law.fiu.edu/eCollections>
 - Faculty Publishing: <http://libguides.law.fiu.edu/facultypublishing>
 - Faculty Resource Support Services: <http://libguides.law.fiu.edu/resourcesupport>
 - Faculty Teaching Support: <http://libguides.law.fiu.edu/teachingsupport>
 - FIU Clinical and Externship Programs: Library Resource Guide: <http://libguides.law.fiu.edu/clinics>
 - First Year Guide: <http://libguides.law.fiu.edu/firstyearguide>
 - Florida Bar Character and Fitness Info Resources (co-author): <http://libguides.law.fiu.edu/FloridaBarApplication>
 - Law & Literature Seminar: <http://libguides.law.fiu.edu/lawandliterature>
 - Research Assistant Training: <http://libguides.law.fiu.edu/researchassistants>
 - Social Security Disability Law: <http://libguides.law.fiu.edu/sslaw>
 - Student Online Learning Services: <http://libguides.law.fiu.edu/student-onlinelearning>

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- Student Resource Support Services:
http://libguides.law.fiu.edu/student_resourcesupport
- Student Publishing Guide: <http://libguides.law.fiu.edu/student-publishing>
- Skilled in the use of both online and print legal research tools, including Westlaw, Lexis Advance, Lexis Digital Libraries/OverDrive, Bloomberg Law & BNA, HeinOnline, and Fastcase
- Proficient in online databases including Gale, EBSCO, and JSTOR
- Proficient in citation and research organization tools including RefWorks and PowerNotes

REPORTS, POLICIES AND PLANS

- eCollections @ FIU Law Library Documents, *as cited*, <http://ecollections.law.fiu.edu/documents/>
- FIU Law Library Annual and Bi-Annual Reports
- FIU Law Library Hurricane Manual, *updated annually*
- FIU Law Library Policies, <https://law.fiu.edu/library/law-library-information/policies/>
- FIU Law Library Restructure Plan
- FIU Law Library Strategic Plans and Goals
- Scholarly Impact Report and Achievements, *monthly*, <https://law.fiu.edu/news/library/scholarly-impact/>

SERVICE AND COMMITTEES

- FIU Law Library Faculty Committee, chair, Fall 2015 – present
- FIU Law Review Faculty Committee, member, Fall 2016 – present
- FIU Faculty Senate Library Committee, member, Fall 2018 – present
- FIU Affordability Counts Task Force, member, Spring 2019 – present
- FIU Law Assessments Faculty Committee, member, Spring 2018
- FIU Law Technology Faculty Committee, member, Spring & Fall 2018
- FIU Law ad hoc Learning and Assessment Faculty Committee, member, Spring & Fall 2016

SYSTEM ADMINISTRATOR

- ALLSTAR Benchmarking – NELLCO Consortium Law Library Metrics
- bepress Digital Commons and ExpressO
- EBSCO EDS and Holdings Management
- OverDrive
- Sharepoint – Law Library Intranet
- Social Science Research Network – Legal Scholarship Network and Series
- Springshare LibApps
- Wordpress – Law Library Website

TEACHING, INSTRUCTION AND WORKSHOPS

- Law Path, Law Library Orientation, Summer 2019
- Law Path, Legal Research Lecture, Summer 2019
- Word Styles for Upper Levels, Spring 2019
- Clinic and Externship Orientation: Legal Research and Tools, Spring 2019

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- Demonstration of Law Library Student Success Resources, Introduction to the Study of Law, all sections, Fall 2018
- Law Review Workshop: Sharepoint and Best Practices for File Management, two sessions, Fall 2018
- Law Review Demonstration of Law Library Resources and Law Review Online, Summer 2018, Fall 2018, Summer 2017, Fall 2017, Summer 2016, Fall 2015
- Law Review Workshop on Symposium Site and Best Practices for Promotion, Fall 2018
- Canva Advanced Techniques Workshop for Administration and Staff, Fall 2018
- Introduction to Canva for Student Organizations, Fall 2018
- Florida Bar Application Seminar, Fall 2018, Fall 2017 and Fall 2016
- Patent Clinic Library Resource and Bloomberg Law Practice Area Training, Fall 2018
- Word Skills and Styles for Brief Writing, Spring 2018
- Legal Skills and Values Faculty Workshops and Brown Bags, Fall 2017 and Spring 2018
- Semester in Practice Seminar, Spring 2017
- Law Faculty Lunch & Learn Workshop Series, four workshops, Fall 2016
- FIU Law Research Assistant Seminar, Fall 2015
- Guest Lecturer on Legal Research:
 - Law School in a Nutshell, Fall 2018, Fall 2016 and Fall 2015
 - Law & Literature Seminar, Spring 2016
 - Legal Skills & Values, Fall 2015

WEB CONTENT & INSTITUTIONAL REPOSITORY MANAGEMENT

CMS Administrator, Content Curator and Manager

- FIU Law Library website, <https://law.fiu.edu/library/>
- Digital Initiatives Center, <https://law.fiu.edu/library/digital-initiatives-center/>
- FIU Law Library LibAnswers, <http://libanswers.law.fiu.edu/>
- FIU Law Library LibGuides, <http://libguides.law.fiu.edu/>
- FIU Law Library ERM, A-Z List, <http://libguides.law.fiu.edu/az.php>

Institutional Repository Administrator, Digital Curation Specialist, and Manager

- eCollections @ FIU Law Library, <http://ecollections.law.fiu.edu/>
- Selected Works, http://ecollections.law.fiu.edu/sw_gallery.html
- Social Science Resource Network, Legal Studies Paper Series, <https://www.ssrn.com/link/Florida-Intl-U-LEG.html>

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TECHNICAL SKILLS

- Proficient in Microsoft Office 365 and Adobe Acrobat Pro
- Proficient in Mac and Apple hardware and software
- Proficient in digital curation hardware and software, including Prime OCR, and ABBYY FineReader
- Proficient in content management systems Wordpress, Digital Commons, Selected Works, and Springshare LibApps
- Experience in ILS and OPAC systems: ALEPH/Mango (at FIU), Horizon, and Polaris (at MDPLS); experience with Envisionware
- Experience in reporting and analytic tools, including ALLSTAR, Google Analytics, Google Forms, and Qualtrics
- Experience with online learning management systems including Blackboard, CALI, Canvas, Lexis Web Courses – Blackboard Learn, and TWEN
- Experience in web and instructional design tools including Canva and Piktochart
- Experience with Google Cloud
- Experience in Peoplesoft human resources, financials, manager, and employee modules
- Experience in social media and marketing of library resources and outreach
- Skilled typist