

Charles D. Knight, Jr.

EDUCATION

Master of Science in Information Sciences, 2022-2023

University of Tennessee, Knoxville, TN
GPA: 4.0

Social Work (27 hours completed toward MSW), 2016-2018

University of Alabama, Tuscaloosa, AL
GPA: 4.0

Post-graduate Certificate in English Studies, 2012-2014

University of Nottingham, Nottingham, UK
Graduated with Distinction

Bachelor of Arts in English, 2001-2005

Austin Peay State University, Clarksville, TN
Graduated Magna Cum Laude
GPA: 3.71

WORK EXPERIENCE

Business Information Librarian

February 2024 – Present

Vanderbilt University, Nashville, TN

Provides collection development and business research support for the Owen Graduate School of Management and Vanderbilt communities of faculty, staff, students, and alumni.

Practicum Intern

August 2023 – December 2023

Vanderbilt University, Nashville, TN

Assisted with RDF/Wikidata project for classifying objects at the Vanderbilt Fine Arts Gallery. Developed and tested SPARQL queries to traverse classification categories from Getty Arts and Architecture Thesaurus, Nomenclature for Museum Cataloging, and Wikidata.

Executive Director

March 2018 – February 2024

USW Benefit Funds, Nashville, TN

Oversaw the operations of three Taft-Hartley employee benefit trusts totaling \$2 Billion in assets. Directly supervised management team of 10. In collaboration with the management team, developed the goals, policies, procedures, and strategic vision of the organization.

Department Manager

April 2015 – February 2018

USW Benefit Funds, Nashville, TN

Oversaw five full-time and two part-time employees. Reviewed pension claims calculations for accuracy and compliance to pension plan rules and regulations. Coordinated the discussion and analysis of plan rules and issues with attorneys, actuaries, and fellow managers.

Benefits Analyst

October 2007 – March 2015

USW Benefit Funds, Nashville, TN

Served as system administrator OnBase (document management system). Processed and posted 401(k) contributions. Assisted 401(k) participants and participating employers with plan questions and procedures. Generated and mailed required plan notices.

Unit Secretary/Nurse Tech

May 2006 – October 2007

Sumner Regional Medical Center, Gallatin, TN

Assisted nurses with patient care. Filed and maintained patient charts Entered data into various systems to process admissions, discharges, and medical orders.

Information Tech and Patient Services Tech

February 2006 – May 2006

Sumner Regional Medical Center, Gallatin, TN

Maintained physical and digital employee files. Inventoried and packaged files to be sent for offsite scanning. Created spreadsheets and reports for HR Data Manager. Assisted employees with basic HR form requests. Assisted hospital visitors with directions and information.

TEACHING & SOCIAL SERVICES WORK EXPERIENCE

Social Work Intern

Spring Semester 2018

Family Resource Center at Fall Hamilton Elementary, Nashville, TN

Provided children and families with services, such as social and emotional learning, food and clothing, and referrals to appropriate providers. Assisted with group session facilitation.

Advocacy Training and Practice

March 2017

University of Alabama School of Social Work Washington DC Fly-in Experience

Developed talking points on social services legislation and met with staffers of US Senators Bob Corker and Luther Strange to recruit support of legislation.

English Teacher

2011 – 2012

Miller-Motte Technical College, Nashville, TN

Taught Remedial Writing, English Composition I and II. Facilitated writing workshop sessions to teach writing process and peer review. Used business, cultural, and literary readings and examples to discuss aspects of effective communication and writing.

CONFERENCE PRESENTATIONS

“Colonizing the Darkness: A Cognitive Figure and Ground Approach to the Light/Dark and Precolonized/Colonized Binaries in *Heart of Darkness*,” College English Association Mid Atlantic Group, March 9, 2013.

“Deliverance and Narrating the Place of Southern Appalachia,” Southern Writers Southern Writing Graduate Conference, July 12, 2012.

AWARDS

- Dr. Herbert H. Howard Scholarship \$1,000 (University of Tennessee) 2023
- TLA Conference Intern for TLA 2023 Conference \$100 stipend
- Doris Bender Memorial Endowed Scholarship in the School of Social Work \$1,800 (The University of Alabama) 2017
- Kullman Prize (3rd Place) for Critical Submission (The University of Mississippi, Southern Writers/Southern Writing Graduate Conference) 2012
- Outstanding Graduating Senior in English (Austin Peay State University) 2005

- Claiborne-Woodward Scholarship in Languages and Literature (Austin Peay State University) 2004

VOLUNTEER WORK

- Reader for Nashville Public Library’s Talking Library, 2019 – October, 2022
- Singer for Nashville in Harmony, 2014
- Participant and event setup for Nashville CARES AIDS Walk, 2012, 2013, 2017
- Food prep and setup for Salud! Cooking School, 2011
- Administrative support at Sumner Regional Medical Center

SKILLS

- Office Productivity - MS Office (Word, Excel, PowerPoint, and Access), Google Apps
- Cataloging and Metadata –Dublin Core, MODS, MARC, EAD, METS, CDWA, RDA, DACS, Getty Vocabularies (AAT, TNG, ULAN), LOC Authorities, RDF.
- Markup, Scripting, and Query languages – XML, HTML, and some Python, SPARQL and SQL.
- Content management – Omeka, WordPress, MS SharePoint
- Other apps, software, and tools - Oxygen Studio, OpenRefine, Zotero, Canva, OnBase, Balsamiq
- Research – Coding qualitative data (grounded theory)