
Academic Librarian Resume

Job Objective

Looking for work as Academic Librarian where I can exercise my experience and skills.

Highlights of Qualifications:

- Hands-on experience in academic library management and delivery of academic resource services
 - Immense knowledge of manuscript and book history research and library instruction
 - Extensive knowledge of MS Office, integrated library systems and databases
 - Familiarity with famous authors' literary work, subject titles and social media
 - Ability to develop and maintain collection of library books and resources
 - Ability to interact with coworkers, faculty and students in a helpful manner
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Professional Experience:

Academic Librarian
East Georgia State College
August 2012 – Present

Responsibilities:

- Obtained, cataloged, stored, and issued books, magazines, journals and other publications to academic library patrons.
- Prepared literary bibliographies and created appropriate library instructional content and web pages.
- Planned and conducted library instruction sessions and activities, as needed.
- Received, reviewed, and resolved information requests of patrons by providing reference services and information resources.
- Prepared, monitored, and managed academic library budget.
- Developed and maintained professional relationships with publishing companies.

Academic Librarian
Georgia Perimeter College
May 2009 – July 2012

Responsibilities:

- Developed, catalogued, maintained, and updated library collection and information resources in all formats.
 - Produced and used academic bibliographies and library guides.
 - Developed, implemented, and communicated library policies and procedures.
 - Advised and assisted library users and students in using databases, printed resources and the internet for literary research.
 - Established and maintained positive working relationships with library staff, faculty, and suppliers.
 - Attended and took part in staff-development programs and industry-wide conferences.
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Education:

Master's Degree in Library Science
Saint John's Seminary College, Camarillo, CA

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