
Assistant Librarian Resume

Job Objective

A talented Assistant Librarian with great skills and experience looking for a job in a well known organization.

Highlights of Qualifications:

- Hands-on experience in performing management and maintenance of library
 - Immense knowledge of library collection development and creation of LibGuides
 - Extensive knowledge of using MS Office, database and electronic resources
 - Familiarity with children's literature and various library technologies
 - Ability to develop, execute and manage various library programs
 - Ability to interact with library staff, patrons and public in a friendly manner
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Professional Experience:

Assistant Librarian
Ivy Tech Community College
August 2012 – Present

Responsibilities:

- Developed library collection and maintained library materials, under supervision of Head Librarian.
- Set up, managed and provided access to library reference systems
- Organized, managed, and updated online catalogs and electronic information resources.
- Planned, conducted, and coordinated library programs and outreach events.
- Trained and assisted patrons and staff in use of library resources, card catalogs, and digital information systems.
- Mentored and supervised volunteer assistants, as directed by Head Librarian.

Assistant Librarian
Boston Public Schools
May 2009 – July 2012

Responsibilities:

- Obtained, cataloged, stored, and maintained all books, publications, and other library resources.
 - Handled and responded to information requests from patrons in a timely manner.
 - Located and issued appropriate library publications and materials to patrons.
 - Received, checked, and placed returned books and other library materials on designated shelves.
 - Prepared list of overdue books and sent overdue notices to relevant patrons.
 - Established and maintained positive relationships with staff and library users.
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Education:

Associate Degree in Library Science
Rock Valley College, Rockford, IL

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