
Childrens Librarian Resume

Job Objective

Seeking a position as Children's Librarian in highly reputed and professional organization.

Highlights of Qualifications:

- Relevant experience of children's library collection development, maintenance and provision
 - Thorough knowledge of children's literature, periodicals, web sites and social media
 - Commendable knowledge of early literacy practices and child development principles
 - Familiarity with applicable library policies, procedures and services
 - Ability to prepare and execute effective programs for children's library service
 - Ability to interpret information needs of children and provide appropriate library reference support
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Professional Experience:

Children's Librarian
Queens Library
August 2012 – Present

Responsibilities:

- Planned and executed children's library programs, services and outreach activities.
- Selected, obtained, and evaluated children-oriented books and audio-visual materials.
- Created book displays and booklists and enhanced visual appeal of children's library.
- Resolved information requests from children and provided appropriate reference services.
- Instructed and assisted patrons in using library resources, computers, and online applications.
- Oversaw children's library operations and managed allocated library budget.

Children's Librarian
DC Public Library
May 2009 – July 2012

Responsibilities:

- Developed, conducted and managed library programs and outreach activities for children.
 - Procured, maintained and reviewed all children's library collection and titles.
 - Prepared and utilized special book displays and bulletin boards in the library.
 - Guided patrons in locating and selecting library materials and assisted them in using computers and electronic resources.
 - Monitored children's library area and ensured its security efficiently.
 - Attended staff meetings and participated in continuing educational activities.
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Education:

Bachelor's Degree in Library Science
Utah Valley University, Orem, UT

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