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## Circulation Clerk Resume

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### Job Objective

Seeking to obtain a Circulation Clerk position with an organization where I can utilize my clerical skills and be an asset to the employer.

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### Summary of Qualifications:

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- Excellent knowledge of Davis Classification and Library Automation
  - Experienced in maintenance of Stack, Reference & Periodicals sections of a Library
  - Familiarized with library circulation
  - Ability to lift up to 50 lbs
  - Good oral and written communication skills
  - Excellent ability to perform clerical duties such as filing, typing, faxing, answering phone etc
  - Familiar with Word, Excel and database software
  - Ability to handle distribution of circulation within the city and across the country
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### Work Experience:

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Circulation Clerk, May 2004 – Present  
St. Mary's University, Bakersfield, CA

- Distributed periodicals in compliance with mail order distribution.
- Demonstrated delivery tickets and records number of newspapers or magazines delivered to each city carrier or dealer.
- Communicated to assist in making receipts for mail order subscriptions and forward them to customers.
- Administered to search missing library items and assisted patrons with directional and location query.
- Represented the library's Circulation Desk during selected evening and weekend hours.
- Solicited to process faculty's requests for class reserve.

Circulation Clerk, March 2002 – April 2004  
Marion Carnegie Library, Bakersfield, CA

- Administered to create and maintain subscriber and dealer database and initiated to follow up for distribution lists.
  - Persuaded to solicit renewal of expiring subscriptions.
  - Demonstrated to create and maintain reserve materials using the automated library system.
  - Mediated among subscribers and dealers and redress complaints.
  - Integrated and assisted in setting up audio and visual, computer and other equipment upon request.
  - Resolved to develop policies and procedures and forms for reserve.
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### Education:

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Associate Degree in Commerce, Central Piedmont Community College, Charlotte, NC

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