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## Circulation Manager Resume

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### Job Objective

Long time Circulation Manager is looking for a new situation that can take advantage of my experience and is a place where moving up is possible.

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### Highlights of Qualifications:

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- Outstanding experience providing customer services for all public and other library services
  - Deep knowledge of all standard library principles and materials
  - Huge knowledge of electronic information delivery systems
  - Ability to prepare business reports and procedure manuals
  - Ability to design and interpret all diagram and schedule form
  - Excellent communication skills in both oral and written forms
  - Ability to apply new methods and procedures for circulation
  - Ability to develop efficient interpersonal skills
  - Ability to supervise projects and ensure completion within required timeframe
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### Professional Experience:

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#### Circulation Manager

Fossil Ridge Public Library, Appomattox, VA

October 2008 – Present

- Supervised all activities and provided training to all staff members as per requirements.
- Assisted to manage all library materials and organized all incoming materials.
- Collected all accounting fines and supervised request forms.
- Prepared required reports and recommended changes to various systems.
- Analyzed circulation services and incorporated various new technologies to improve services.
- Ensured compliance to all policies and procedures for library systems.
- Monitored all circulation functions such as checking all incoming and outgoing materials.

#### Circulation Supervisor

Columbus Metropolitan Library, Appomattox, VA

August 2003 – September 2008

- Recommend improvements to all circulation staff to increase efficiency.
- Maintained efficient professional relationships with all workers.
- Prepared and produced all student information handouts.
- Developed and maintained all operational manuals for all library circulation department.
- Provided help to all patrons and recommended appropriate references as per requirement.

#### Library Assistant / Circulation

Nova Southeastern University, Appomattox, VA

May 1998 – July 2003

- Administered efficient operations of all circulation departments.
  - Maintained efficient computerized circulation system and prepared an online catalog.
  - Evaluated all materials to ensure appropriate placement on shelves.
  - Managed and provide response to all reference inquiries through phone or in person.
  - Maintained and updated all specialized library databases.
  - Organized orientation tours for users every weekend and in evenings.
  - Maintained compliance to all library policies and ensured public safety at all times.
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### Education:

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#### Bachelor's Degree in Marketing

Point Park University, Pittsburgh, PA

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