
Circulation Supervisor Resume

Job Objective

To gain Circulation Supervisor position in which to utilize my skills in such a way as to become a valued member and long-term employee within the company.

Highlights of Qualifications:

- Vast supervisory experience in a library environment
 - Profound knowledge of library policies and procedures and service standards
 - Good understanding of library databases and procedures
 - Proficient with automated circulation system, spreadsheets and word processing applications
 - Ability to direct counter attendants in following library rules and practices
 - Excellent ability to perform circulation functions
 - Strong ability to prepare and maintain accurate records and reports
 - Solid ability to perform simple arithmetic operations
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Professional Experience:

Circulation Supervisor, August 2005 to till date
Tribune, Corinth, MS

- Monitored work progress, reviewed time sheets, conducted evaluations and resolved issues and concerns.
- Participated in budget preparation and management.
- Collected agency functions, recommended, developed and analyzed circulation data.
- Oversaw the compilation of circulation services statistics.
- Conducted regular meetings of circulation services divisional personnel and ensured minutes are taken and distributed.

Circulation Supervisor, June 2002 to July 2005
Randstad, Corinth, MS

- Evaluated physical arrangement of materials for ease of access and aesthetic appeal.
 - Received and resolved patron's problems and complaints.
 - Assisted patrons in finding information and performed basic bibliographic instruction.
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Education:

Bachelor's Degree in Management, Alice Lloyd College, Pippa Passes, KY

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