
Corporate Librarian Resume

Job Objective

To obtain a Corporate Librarian position where my years of experience and training can be used to benefit the company to help it grow and thrive.

Highlights of Qualifications:

- Highly experienced in development, management and delivery of corporate library services
 - Profound knowledge of library policies, standards, procedures and bibliographic instruction
 - Outstanding knowledge of collection development, cataloguing and archiving techniques
 - Familiarity with using library database management system, MS Word, MS Excel and internet
 - Ability to interpret and adhere to established data and copyright laws
 - Ability to develop taxonomy structures, budget and library services
-

Professional Experience:

Corporate Librarian
CAE Inc.
August 2012 – Present

Responsibilities:

- Collected, archived, indexed and maintained corporate library materials and information resources.
- Assisted with creation of taxonomy and organized library content accordingly.
- Created and executed library resource usage, document retention and destruction policies.
- Educated and assisted staff regarding locating, accessing, and uploading content to company information systems.
- Documented, monitored and reported on enterprise-level information resource usage.
- Reported library-related IT issues and cooperated with IT team for troubleshooting.

Corporate Librarian
Davis Polk & Wardwell LLP
May 2009 – July 2012

Responsibilities:

- Handled and responded to information research and reference requests from patrons.
 - Monitored, updated and maintained automated library catalogue and circulation system for corporate library.
 - Prepared, implemented and managed library-related policies and procedures.
 - Acquired, stored, maintained and retrieved information sources in all formats.
 - Negotiated with information resource vendors and created contracts with them.
 - Developed, tracked and managed corporate library budget and expenditure.
-

Education:

Master's Degree in Library Science
Carnegie Mellon University, Pittsburgh, PA

[Build your Resume Now](#)