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## Corporate Librarian Resume

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### 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.

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### Highlights of Qualifications:

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- 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
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### Professional Experience:

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Corporate Librarian  
CAE Inc.  
August 2012 – Present

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### Responsibilities:

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- 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

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### Responsibilities:

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- 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.
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### Education:

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

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