
Federal Librarian Resume

Job Objective

Federal Librarian with exceptional skills looking for a job in your company.

Highlights of Qualifications:

- Substantial experience of development, management and maintenance of federal government library
 - In-depth knowledge of professional library principles, practices and resources
 - Remarkable knowledge of processing and maintenance of federal government documents
 - Familiarity with using Microsoft Office and latest library technologies
 - Ability to deliver library reference and instructional services to patrons
 - Ability to handle and work with government documents in a careful manner
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Professional Experience:

Federal Librarian
Arkansas State Library
August 2012 – Present

Responsibilities:

- Supervised, directed and managed operations and programs of federal library.
- Answered and routed incoming phone calls, in a prompt and polite manner.
- Audited and reported on US Government invoices based on established directives.
- Tracked, processed, and reported on SIT documentation files for government contracts.
- Negotiated with US Government contractors and facilitated quick payments by them.
- Interpreted and adhered to Federal Depository Library Program rules and regulations.

Federal Librarian
State of Wyoming
May 2009 – July 2012

Responsibilities:

- Cataloged, stored, and managed government documents collections of federal library.
 - Inspected, maintained, and provided back up for print and electronic library materials.
 - Wrote and submitted accurate and timely reports on status of library collection.
 - Managed and delivered library reference and instructional services to staff and library users.
 - Handled and responded to queries related to federal agency publications and documents.
 - Conducted library workshops and tours and participated in conferences and committee meetings.
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Education:

Bachelor's Degree in Library Science
High Point University, High Point, NC

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