
Film Librarian Resume

Job Objective

To use my abilities and skills and gain employment as Film Librarian.

Highlights of Qualifications:

- Highly experienced in development, management, maintenance and retrieval of library film collections
 - Profound knowledge of filing, cataloging and archiving of medical films and imaging records
 - Outstanding knowledge of medical terminology and applicable HIPAA regulations
 - Familiarity with using hospital information system, MS Office and phone etiquette
 - Ability to communicate with hospital employees and public in a positive manner
 - Ability to interpret and adhere to all departmental policies and library guidelines
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Professional Experience:

Film Librarian
Carolinas HealthCare System
August 2012 – Present

Responsibilities:

- Received, filed and stored all medical films and imaging records.
- Handled and responded to all incoming phone calls in a prompt and polite manner.
- Located, retrieved and prepared all medical films in soft copy and hardcopy formats, as requested.
- Obtained and delivered all medical information and records on a timely basis.
- Managed all medical images and processed all imaging record requests according to department standards and policies.
- Developed and maintained positive working relationships with radiologists and other employees of the organization.

Film Librarian
Virginia Hospital Center
May 2009 – July 2012

Responsibilities:

- Developed, implemented and utilized various health record indexes, and storage and retrieval systems.
 - Filed, catalogued, preserved and retrieved medical films and imaging records in a document and CD formats.
 - Evaluated film collections and ensured their correctness, completeness, and compliance with regulations.
 - Detected and corrected inconsistencies, and errors in medical documentation.
 - Ensured confidentiality of imaging records of library and maintained their security.
 - Answered and interacted with all patients, staff and medical personnel, in a pleasant and helpful manner.
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Education:

Bachelor's Degree in Library Science
Sarah Lawrence College, Bronxville, NY

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