
Library Attendant Resume

Job Objective

Seeking a position as Library Attendant where I can utilize my knowledge and experience in reputed organization.

Summary of Qualifications:

- Hands-on experience in sorting and classifying books and journals
 - Exceptional knowledge of library services and their availability
 - In-depth knowledge of institutional and pertinent functional policies and procedure
 - Outstanding ability to follow routine oral and written instructions
 - Ability to work in a multi-ethnic and multi-cultural environment
 - Strong physical ability to lift and shelf books
 - Excellent verbal and written communication skills
 - Ability to perform clerical and administrative support duties
 - Ability to communicate effectively with and work well with a diverse staff and user population
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Work Experience:

Library Attendant, August 2005 to till date
New York Public Library, Berryville, AR

- Ensured to classify all returned material promptly to the shelves.
- Ensured library shelving areas are maintained in good order to facilitate easy access.
- Participated in wider library initiatives relating to the maintenance of the Library's stock including; stock checks and weeding exercises.
- Assisted in identifying and communicating library building maintenance issues and space management and service issues.
- Facilitated to various other duties as required by the Director of Library Services.

Library Attendant, May 2000 to July 2005
YMCA of the Rockies, Berryville, AR

- Ensured that proper channels are followed in borrowing and returning of books.
 - Assisted in editing and making corrections to the existing catalogs.
 - Managed to classify reading and audio visual materials.
 - Assisted in photocopying books and any other information materials for patrons.
 - Facilitated in shelving, processing, labeling, accessioning and stamping of books.
 - Assisted in cataloguing books and other library material.
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Education:

Bachelor's Degree in Library Science, Loma Linda University, California, CA

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