
Library Clerk Resume

Job Objective

To obtain a Library Clerk position and utilize my experience and skills for the successful completion of each job task.

Work Experience:

Library Clerk, May 2004 – Present
Parker College of Chiropractic, Brook Park, OH

- Assisted library patrons with check-out and return of materials.
- Collected fines for overdue books and other materials.
- Registered new patrons and assisted with reserves.
- Managed to opens and check book shipments, films, etc.
- Scheduled meetings and classes.

Library Clerk, March 2002– April 2004
Junior Library Guild, Brook Park, OH

- Assisted library patrons with check-out and return of materials.
 - Assisted patrons with directional questions with basic use of the library and photocopiers.
 - Provided Library Director with information on the operation of the office.
 - Provided assistance with inventory of the library collection using the online library system.
 - Maintained and adhered to college policies and procedures.
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Summary of Qualifications:

- Profound knowledge of library policies and procedures
 - Deep knowledge of a wide variety of scholarly and public information sources
 - Great ability to access, input and retrieve data from the computer
 - Previous experience in data entry with excellent typing skills: 50 WPM
 - Ability to handle multiple tasks and priorities
 - Ability to lift heavy library materials (up to 40lbs) on a regular basis
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Education:

Associate Degree in Accounting, Glendale Community College, Glendale, AZ

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