
LIBRARY MEDIA ASSISTANT RESUME

Objective:

To obtain the position of Library Media Assistant in a company where I can excel and further enhance my ability to succeed in the workplace.

Summary of Skills:

- Sound knowledge of information retrieval, including electronic media knowledge
- Profound knowledge of cataloging procedures
- Ability to work with all levels of faculty and all types of students

Work Experience:

Library Media Assistant
Library Associates, Inc., Goffstown, NH
August 2005 to till date

- Ensured compliance with library media center procedures, methods, routines and techniques.
- Operated instructional equipment systems for school activities.
- Provided independent instruction, supervision and Library Media Center management.
- Ensured compliance with copyright guidelines for all Library Media Center materials.
- Provided ideas and organization for curricular and extra-curricular activities.

Library Media Assistant
Tufts University, Goffstown, NH
May 2000 to July 2005

- Maintained and managed catalog and code library books and equipment.
- Checked and recorded materials in and out and maintain records.
- Addressed concerns and offered suggestions in an appropriate and confidential manner.

Education:

Bachelor degree in Library Science
St. Louis University, St. Louis, MO

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