
Library Media Specialist Resume

Job Objective

Looking for work within the company in the position of Library Media Specialist. Experienced with behind the scenes managerial duties as well as hands-on work in the industry.

Highlights of Qualifications:

- Admirable experience in working with special need children and providing training to both staff and students.
 - Deep knowledge of school media library systems and related procedures
 - Operational knowledge of automated library systems
 - Exceptional ability to work with various sections of society
 - Immense ability to manage library media center operations
 - Excellent communication skills in both oral and written forms
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Professional Experience:

Library Media Specialist
Kennedy Krieger Institute, Fort Dodge, IA
May 2006 – Present

- Developed and executed effective program for school library media services.
- Coordinated with administrative staff and ensured integration of resources and media in curriculum.
- Designed short term and long term strategies for collecting data and its allocation.
- Maintained required materials for school curriculum and developed appropriate materials for print.
- Monitored all audio and visual equipments and performed preventative and corrective maintenance on same.
- Assisted students in evaluating accuracy of data collected from internet.
- Trained school staff in electronic research resources and maintained library media resources.
- Ensured access to all professional materials to teachers.

Library Media Specialist
Anne Arundel County Public Schools, Fort Dodge, IA
March 2003 – April 2006

- Coordinated with patrons and analyzed requirement for school library media center.
 - Maintained all materials for school library and established required technique.
 - Monitored reference questions and provided information on special research subjects.
 - Supervised efficient working of technical staff in library media center.
 - Assisted library media department and developed ways to strengthen library media programs.
 - Managed computers and CD Rom units for library.
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Education:

Bachelor's Degree in Education
Occidental College, Los Angeles, CA
Master's Degree in Library Science
Southern Oregon University, Ashland, OR

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