
Library Specialist Resume

Job Objective

To secure a position as Library Specialist with a reputable company where my skills can grow and help strengthen the company.

Highlights of Qualifications:

- Remarkable experience in managing library automation software
 - Deep knowledge of library practices and procedures
 - Sound knowledge of cataloging rules and regulations
 - Remarkable ability to manage research according to various methodologies
 - Exceptional ability to complete various foreign language assignment
 - Good communication skills in both oral and written forms
 - Proficient with Aleph and automated library systems
-

Professional Experience:

Library Specialist
BASF, Erie, PA
May 2006 – Present

- Provided assistance to all library users and ensured appropriate solutions for all queries.
- Managed all documents and interlibrary loans receiving all requests and tracking orders.
- Evaluated bibliographic citations and prepared an online catalog based on same.
- Maintained library databases and prepared routine reports for same.
- Administered electronic patron and circulation records.
- Prepared records for pre cataloging and submitted for centralization of same.
- Performed corrective and preventative maintenance on all library equipments.
- Monitored inventory of supplies and placed purchase order as required.

Library Specialist
Metropolitan Community College, Erie, PA
March 2003 – April 2006

- Provided support to all library and acquisition operations.
 - Managed inquiries and provided required information.
 - Monitored requests, managed related documents delivery.
 - Performed research on all various electronic resources.
 - Maintained library equipments effectively.
-

Education:

Bachelor's Degree in Library Science
Eastern Mennonite University, Harrisonburg, VA

[Build your Resume Now](#)