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## Library Specialist Resume

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### Job Objective

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

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### Highlights of Qualifications:

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- 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
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### Professional Experience:

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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.
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### Education:

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

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