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# LIBRARY STUDENT ASSISTANT RESUME

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## Objective:

Seeking the Library Student Assistant position where I can apply my experience and efficiently contribute to the company's growth.

## Summary of Skills:

- Ability to see, read and understand titles, call numbers and dates
- Ability to sort accurately by alphabetical, numerical and chronological
- Possess excellent computer skills and customer service attitude
- Ability to perform circulation activities via shelving library materials
- Ability to assist fellow students with equipment problems and locating resource materials
- Ability to keep the library orderly, and assisting with special projects.

## Work Experience:

Library Student Assistant  
Duke University, Missoula, MT  
August 2005 to till date

- Shifted and straightened materials when required.
- Searched for misplaced and lost materials.
- Provided directional information to patrons.
- Retrieved materials for patrons and processed requests from other agencies.
- Managed various projects including the community relations program.

Library Student Assistant  
Wright State University, Missoula, MT  
May 2000 to July 2005

- Assisted students with transcripts, schedule and course changes.
- Assisted students in Graduation Petition process, registration process, ads and drops and withdrawals.
- Monitored and examined student central appointments during peak registration times.
- Assisted effectively with student related campus events and organizations.

## Education:

Bachelor degree in Library Science  
Northeastern University, Boston, MA

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