
LIBRARY STUDENT ASSISTANT RESUME

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

[Build your Resume Now](#)