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## Library Student Worker Resume

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### Job Objective

Seeking a Library Student Worker position with company searching for employee with the skills and training needed to help meet and exceed overall company goals.

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### Highlights of Qualifications:

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- Highly experienced as Library Student Worker
  - Huge knowledge of basic Library Policies
  - Deep knowledge of English alphabet
  - Familiarity with MS Office
  - Amazing ability to work autonomously
  - Superior computer and customer service skills
  - Excellent communication skills
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### Professional Experience:

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Library Student Worker  
R. A. Williams Library, Stratford, CT  
February 2005 – Present

- Aided Library staff and helped with special projects.
- Arranged books and multimedia and assisted in processing of books.
- Maintained shelves and handled copy card system printing and copying.
- Supervised patrons with basic reference questions.
- Managed Circulation Desk and fees issues.

Library Student Worker  
BCC Library, Stratford, CT  
August 2000 – January 2005

- Communicated about basic Library policies and extended assistance for Circulation desk.
  - Imparted help with special assignments and library tasks.
  - Maintained shelves and processed books.
  - Arranged magazines and newspapers on display shelves.
  - Aided clerical tasks and assisted library staff.
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### Education:

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High School Diploma  
Inlet Grove Community High School, Riviera Beach, FL

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