
LIBRARY TECHNICAL ASSISTANT RESUME

Objective:

Seeking the position of Library Technical Assistant.

Summary of Skills:

- Ability to check out library materials, renewed loans
 - Ability to update the Student Information System with library hold information
 - Sound knowledge of research interest in Jewish history, culture and iconography
 - Profound knowledge of Hebrew and one European language
 - Operational knowledge of Photoshop and Drupal
 - Proficient in Microsoft Office – Excel, Visio, PowerPoint, Project, Word, Microsoft Access, Zotero and OCLC Worldcat
-

Work Experience:

Library Technical Assistant
Library Associates, Inc., Louisville, KY
August 2005 to till date

- Opened and closed the library as scheduled.
- Maintained loans photocopy cards, received cash payments and made deposits to campus flex accounts.
- Registered new borrowers and reconciled library policy and procedure.
- Produced library notices and monitored use of library keys.
- Searched for missing books and served as a backup for the library media desk.

Library Technical Assistant
Wright State University, Louisville, KY
May 2000 to July 2005

- Responded to the library telephone and the phones of all absent staff.
 - Checked out library materials, renewed loans and checked in materials.
 - Updated the Student Information System with library hold information.
 - Handled user suggestions, problems and complaints.
 - Produces library notices and monitored use of library keys.
 - Searched for missing books and served as a backup for the library media desk.
-

Education:

Bachelor degree in Library Science
St. Francis University, Loretto, PA

[Build your Resume Now](#)