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## Medical Librarian Resume

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### Job Objective

Seeking a Medical Librarian position in a company where my skills and knowledge can be used and enhanced to the fullest.

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### Highlights of Qualifications:

- Hands-on experience in medical library development, management and upkeep
  - Immense knowledge of library collection development, cataloging, circulation, interlibrary loan
  - Extensive knowledge of using PubMed, MS Access, integrated library system and internet
  - Familiarity with medical terminology, clinical literature and serials management
  - Ability to prepare and provide library instructional services and outreach programs
  - Ability to develop and maintain positive relationships with colleagues, patrons and medical community
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### Professional Experience:

Medical Librarian  
South Shore Hospital  
August 2012 – Present

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### Responsibilities:

- Selected, classified, arranged and maintained library information resources.
- Delegated work to assigned team of library personnel and supervised their work.
- Prepared and maintained current and correct records of the library's materials and resources.
- Analyzed available collections and developed effective library collection-development policies.
- Prepared and delivered library instructional programs and training materials.
- Handled information requests from patrons and provided reference assistance too patrons.

Medical Librarian  
Washington Hospital Center  
May 2009 – July 2012

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### Responsibilities:

- Developed, managed and implemented medical library policies and procedures.
  - Selected, procured and evaluated all medical publications and other library materials.
  - Maintained library website and blogs, and provided library outreach programs.
  - Prepared bibliographies and assisted with computerized information-research activities.
  - Instructed and assisted medical personnel and patrons in using library and in locating reference materials.
  - Recruited, trained and supervised subordinate library personnel, efficiently.
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### Education:

Bachelor's Degree in Clinical Laboratory Science  
Mineral Area College, Park Hills, MO

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