
Outreach Librarian Resume

Job Objective

To obtain an Outreach Librarian position that enables me to make a positive contribution to company by utilizing my skills to their fullest potential.

Highlights of Qualifications:

- Hands-on experience in planning, coordination and delivery of library outreach services
 - Immense knowledge of concepts and methods related to library instructional design, outreach and reference delivery
 - Operational knowledge of online reference tools, instructional design tools and learning management systems
 - Familiarity with applicable copyright issues and grant writing practices
 - Ability to use MS Office software, internet and electronic library resources
 - Ability to interact with library staff and patrons in a helpful manner
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Professional Experience:

Outreach Librarian
Lynn University
August 2012 – Present

Responsibilities:

- Publicized and provided library outreach services and information literacy programs.
- Obtained, maintained and reviewed publications, resources, and learning tools for library.
- Created and provided reading lists and bibliographies on various subjects and themes.
- Assisted and instructed patrons in using and locating appropriate library resources.
- Monitored and managed budget allocated for library outreach services.
- Supervised and managed all library assistants and volunteer staff, efficiently.

Outreach Librarian
Concordia College
May 2009 – July 2012

Responsibilities:

- Planned and delivered library-based outreach services and educational programs.
 - Provided and coordinated information reference services to all library users.
 - Conducted library instructional workshops and instructed in use of library resources and databases.
 - Selected, procured and maintained library resources in various formats.
 - Updated and maintained website, LibGuides and social media accounts of library.
 - Directed, trained and supervised all library assistants and student workers.
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Education:

Bachelor's Degree in Information Science
Western Carolina University, Cullowhee, NC

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