
Tape Librarian Resume

Job Objective

Seeking an exciting and challenging position as a Tape Librarian in a company where my skills and knowledge can be used to the fullest.

Highlights of Qualifications:

- Highly experienced in management, preservation and updating of tape library
 - Profound knowledge of storage, retrieval, back up recovery and maintenance of tapes and media
 - Outstanding knowledge of media transfer and tracking, vendor negotiations and HIPAA standards
 - Familiarity with various types of tape drives and operating systems
 - Ability to monitor and perform large-scale tape media operations
 - Ability to use MS Office software and email programs, efficiently
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Professional Experience:

Tape Librarian
Randstad Technologies
August 2012 – Present

Responsibilities:

- Cataloged, stored, backed up, and maintained tape library materials.
 - Loaded, tracked and unloaded tapes from and to tape libraries.
 - Prepared tapes for shipment and transferred them to off-site media storage facility.
 - Prepared and maintained many accounts with the off-site media storage vendors.
 - Prepare and maintained accurate library catalogs and operational records.
 - Detected, assessed and eliminated hardware issues related with tape library.
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Tape Librarian
Pomeroy
May 2009 – July 2012

Responsibilities:

- Updated, backed up and provided access to library collections and materials.
 - Transferred tape media to and from off-site storage vaults and tracked media movement.
 - Received, documented and responded to tape requests and related queries.
 - Debugged and maintained library hardware, software and media equipments.
 - Built and maintained strong professional relationships with vendors, freight forwarder and other service providers.
 - Interpreted and complied with HIPPA regulations and documentation requirements.
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Education:

Bachelor's Degree in Electrical Engineering
Mary Baldwin College, Staunton, VA

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