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## Technical Services Librarian Resume

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### Job Objective

To obtain a Technical Services Librarian position in a highly reputed organization.

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### Highlights of Qualifications:

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- Substantial experience of development, administration and maintenance of library for technical services
  - In-depth knowledge of creation and maintenance of resource collections, library catalogs and database reports
  - Remarkable knowledge of library cataloging standards and metadata schema
  - Proficient in using integrated library system, databases, Internet, and email
  - Ability to create and provide library guides and bibliographies as needed
  - Ability to perform digital archiving of all traditional library resources
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### Professional Experience:

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Technical Services Librarian  
Wake Technical Community College  
August 2012 – Present

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### Responsibilities:

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- Acquired, cataloged and managed serials and electronic resources.
- Created, updated and maintained library catalog records, accurately.
- Interpreted and followed global library rules, MARC and AACR2 standards.
- Received and processed inter-library loans and patrons' book requests.
- Managed and worked with library subordinates, indexers and resource vendors, in an efficient manner.
- Set up, managed and updated integrated library system and user-friendly library website.

Technical Services Librarian  
CAE Inc.  
May 2009 – July 2012

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### Responsibilities:

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- Ordered, cataloged and preserved all print and electronic resources of library.
  - Oversaw and managed technical services library operations and subordinate staff.
  - Developed, reviewed and promoted library reference and information literacy programs.
  - Managed and delivered library reference, research support and instructional services.
  - Operated, managed and maintained integrated library system, efficiently.
  - Prepared and maintained statistical reports, resource lists and other related library records.
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### Education:

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Bachelor's Degree in Library Science  
Southern Adventist University, Collegedale, TN

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