

Sample G. Library

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EDUCATION

Clarion University of Pennsylvania, Clarion, PA

Master of Science Library Science: Information and Library Science, Month 20XX

Master of Science Library Science: School Library Media, Month 20XX

Overall QPA: 3.9/4.0

Certificate: Advanced Studies in Library Science

Clarion University of Pennsylvania, Clarion, PA

Bachelor of Science in Liberal Studies: Library and Information Studies Concentration, Month 20XX

Overall QPA: 3.7/4.0

WORK EXPERIENCE

Library Assistant I, FreeBird Public Library, Birdtown, PA, April 20XX – Present

- Handle circulation desk functions using the libraries integrated system for patron registration, checking in/out books and materials, and collecting fine
- Manage periodicals subscriptions through EBSCOnet and periodicals check-in using Millennium
- Shelve materials and make recommendations for repair or withdrawal
- Assist patrons with technology related to library equipment
- Coordinated the Summer Reading Program for children ages from 5 to 13

Student Assistant, Carlson Library, Clarion University, February 20XX – May 20XX

- Utilized the Library of Congress and Dewey decimal system for stocking and organizing books
- Assisted students and faculty in locating, checking-out, and returning materials

COMPUTER AND TECHNOLOGY SKILLS

Library Systems: DRA, SIRSI, Ex Libris

Other: Basic HTML, MicroSoft Office Suite, Adobe Pro

PROFESSIONAL ASSOCIATIONS

American Library Association (ALA), Clarion University, January 20XX – Present

Student Pennsylvania School Librarians Association (S-PSLA), Clarion University, August 20XX – Present

HONORS AND ACHIEVEMENTS

The Miriam L. Hornback Scholarship, 20XX

Girl Scout USA Gold Award, 20XX

CAMPUS AND COMMUNITY ACTIVITIES

Member, Phi Sigma Sigma (Phi Sig), Clarion University, January 20XX – Present

Volunteer, American Red Cross Blood Drive, September 20XX – President

Member, Clarion University Marching Band, August 20XX – May 20XX

ADDITIONAL WORK EXPERIENCE

Community Assistant, Office of Residence Life, Clarion University, Clarion, PA August 20XX – May 20XX

Cashier, Clarion University Book Store, Clarion, PA, September 20XX – April 20XX

Hostess, Applebee's, Pittsburgh, PA, Summers 20XX, 20XX

Sales Associate, Macy's, Pittsburgh, PA, Seasonal, 20XX, 20XX