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# SCHOOL LIBRARY ASSISTANT RESUME

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## Objective:

To obtain the School Library Assistant position and utilize my experience and skills for the successful completion of each job task..

## Summary of Skills:

- Experience working in a library setting.
- Remarkable knowledge of cataloging procedures.
- Proficient with information retrieval, including electronic media.
- Good organizational skills.
- Excellent oral communication and customer service skills.
- Profound ability to work with all levels of faculty and types of students.

## Work Experience:

School Library Assistant  
Fountain Valley School of Colorado, Prattville, AL  
August 2005 to till date

- Assisted students in locating materials and with public computers and printing.
- Delivered and retrieved books even from patrons' places of residence in time of need and necessity.
- Assisted staff faculty, and librarian with basic reference service.
- Managed to use automated on-line library system to perform basic library functions or process, verify and enter statistical data.
- Assist with collection maintenance activity and projects as directed.

School Library Assistant  
Carolina Friends School, Prattville, AL  
May 2000 to July 2005

- Verified availability of items through the library's catalog, updating request status, and printing slips.
- Retrieved books, journals, and other materials from the library.
- Managed to update to shipped and cancelled depending on availability of materials searched in the library.
- Routed journals being scanned and copied to appropriate shelves.
- Provided service at the library desk by checking out materials to faculty, staff and students.
- Answered questions related to requests as well as library policies and procedures.

## Education:

Associate Degree in Administrative Office Management  
University of Utah, Salt Lake City, UT

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