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## Profile

Detail-oriented, book-loving Master of Library Sciences graduate wants to leverage administrative and computer skills to work as a library assistant. Creative skills include developing reading programs for preschool children. Knowledge of Internet and commercially available library software. Demonstrated understanding of library resources and material.

## Key Skills

- Detail oriented
- Ability to make administrative decisions
- Ability to organize staff
- Design reading and literacy programs for preschool children
- Excellent typing skills (120 words per minute)
- Desire to help library community users with special needs
- Knowledge of the techniques and philosophies of library science

## Education

### **Bachelor of Arts, GPA 3.25**

*Miami University, Miami Florida September 2014-June 2018*

### **Master of Library Sciences, GPA 3.55**

*University of Texas, College Station TX September 2018-June 2020*

## Professional Experience

### **Library Intern, Dade County Library, Miami, FL**

*Summers 2019 and 2020*

- Created reading programs for preschool children that increased books checked out by young children by 10%
- Restocked library shelves
- Wrote promotional material that featured books to read in categories like science fiction, travel, gardening etc.
- Worked at front desk helping customers check out books and answering their questions

### **Part-Time Transcriber, Knox Industries, Los Angeles, CA**

*December 2016-June 2019*

- Transcribed audio recordings for remote clients
- Specialized in transcribing foreign dialects
- Prepared supplemental scripts for clients to use in future interviews
- Selected as employee of the month in July 2018

### **Waiter, Metropolitan Restaurant, Miami, FL**

*June 2015-November 2016*

- Greeted customers and assisted with food choices
- Develop relationships with repeat customers to provide improved service
- Cleared tables
- Restocked supplies