

# Robert Smith

## Assistant Librarian Executive

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### SUMMARY

Highly qualified Assistant Librarian with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and I would excel in the collaborative environment on which your company prides itself.

### SKILLS

Proficient in MS Office. Able to operate related computer applications and basic business equipment. Good supervisory abilities.

### WORK EXPERIENCE

#### Assistant Librarian Executive

ABC Corporation - 1997 - 2004

- Instructed students about IT, research, and library interpretation skills.
- Managed budgets, and coordinated the interlibrary loan program.
- Catalogued and organized incoming materials and resources.
- Developed a system which allowed faculty to effectively utilize educational programming in their classrooms.
- Recorded and cataloged television programs (History, Discovery, & Public Television), and maintained schedules to allow sharing of resources.
- Created an atmosphere which fostered acceptance and inclusiveness amongst all students.
- Developed strong relationships with students built on mutual respect.

#### Assistant Librarian

ABC Corporation - 1992 - 1997

- 61820, (217) [] Duties Worked closely with reporters in doing background research for stories, mostly under deadline pressure.
- Filed stories under multiple categories, at first in paper form in file cabinets and then in later years I filed them electronically.
- Prepared newspapers for microfilming.
- Sorted and distributed mail for the entire building.
- Also answered calls from the public about when articles appeared in the paper and did research for them as well.
- Did photocopying and faxing.
- Reason for leaving Resigned in order to raise my children..

### EDUCATION

Bachelor of Arts in Biology - (Carleton College - Northfield, MN)