

# ROBERT SMITH

## Circulation Desk Assistant (Part Time)

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

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### SUMMARY

Seeking a position to further understanding of finance and business intelligence, preparing for a future career. Also, seek to develop strong relationships with coworkers and supervisors while proving to be a valuable asset to an employer.

### CORE COMPETENCIES

Worker Appointments, File, Type, Fax, Copy, Email, Phones.

### PROFESSIONAL EXPERIENCE

#### Circulation Desk Assistant (Part Time)

**ABC Corporation - December 2010 – August 2012**

##### Key Deliverables:

- Answered phones and provided assistance to resolve problems patrons may have.
- Scheduled room reservations for students and instructors through the use of Excel Spread Sheet.
- Located legal resources for law students.
- Opened and closed the law library.
- Educated patrons on research resources available.
- Checked books in and out for students and faculty.
- Logged cash drawer collections and gate count into Microsoft Excel during every shift.

#### Circulation Desk Assistant

**Delta Corporation - 2007 – 2010**

##### Key Deliverables:

- Assisted students with document processing and literature circulation Handled cash transactions regarding fees and fines associated with the library.
- Assisted clients with renting and borrowing of library books Shelled and organized books Right On Interactive Summer 2014 Client Success Intern.
- Helped law students and practicing attorneys locate research materials.
- Updated state and federal resources.
- Managed circulation desk and book inventory Supported librarians in administrative duties Responded to patron inquiries.
- Assist students with document processing, literature circulation Organize, sort, and return various library documents Handle cash transactions.
- Creating library accounts, checking books in and out, dealing with fines, clerical duties.

### EDUCATION

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Bachelor of Science in Economics - (UNIVERSITY OF NEBRASKA AT OMAHA - Omaha, NE)

