

BENJAMIN LEE

Assistant Librarian

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PROFESSIONAL SUMMARY

Accomplished Assistant Librarian with 10 years of experience in enhancing library services and supporting diverse user needs. Expertise in collection management, patron assistance, and community engagement through innovative programming. Adept at utilizing technology to improve library operations and foster an inclusive environment for all patrons.

WORK EXPERIENCE

Assistant Librarian

WidgetWorks Inc.

📅 Mar / 2018-Ongoing

📍 Denver, CO

1. Provided comprehensive informational services and readers' advisory to diverse library users.
2. Executed technical services tasks, including acquisitions, cataloging, and processing of library materials.
3. Maintained collection integrity through regular weeding and inventory checks, enhancing user access.
4. Developed and facilitated engaging programming for teens and adults, fostering community involvement.
5. Collaborated with local organizations to expand library services and resources.
6. Organized school visits and community outreach initiatives to promote library resources.
7. Conducted training sessions in technology and information literacy for staff and patrons.

Librarian

Crescent Moon Design

📅 Mar / 2015-Mar / 2018

📍 Portland, OR

1. Processed 20-35 material orders weekly, ensuring timely availability of resources.
2. Updated labels and barcodes on materials to maintain accurate inventory and access.
3. Conducted regular maintenance of rare book collections and archives for preservation.
4. Reshelved materials and organized reading spaces to enhance user experience.
5. Repaired damaged books and resources, ensuring quality of library materials.
6. Oversaw the circulation of reserved course materials, managing user requests effectively.

EDUCATION

Master of Library Science

University of North Texas

📅 Mar / 2012-Mar / 2015

📍 Phoenix, AZ

Specialized in library management and information science.

SKILLS

Collection Development

Interlibrary Loan

Public Speaking

Program Development

ACHIEVEMENTS

- 🌟 Increased circulation by 30% through targeted community outreach programs.
- 🌟 Successfully implemented a new cataloging system that improved access to resources.
- 🌟 Developed and led workshops that enhanced digital literacy among patrons.