ROBERT SMITH

Library Circulation Assistant

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

SUMMARY

Very energetic and excited about working with customers as well as employees. I am constantly smiling and always willing to listen to patrons. I am fast pace and very hard working. Very detail oriented. I enjoy making customers feel like they are the only person in the world when I am serving them.

CORE COMPETENCIES

Call Center, Customer Service, Very Detailed.

PROFESSIONAL EXPERIENCE

Library Circulation Assistant

ABC Corporation - December 2014 – 2021

Key Deliverables:

- Checked new library cards for errors.
- Fixed new library card errors.
- Double checked the desk schedule for errors.
- Received damaged items and take care of the patrons with the damaged items.
- Called center trained.
- Able to train new employees.
- Scanned articles for SWAN.

Library Circulation Assistant

Delta Corporation - 2013 – 2014

Key Deliverables:

- Provided customer service to students, professors and alumnae by helping to find needed resources, scanning and uploading documents and shelving of .
- Cataloging and re-shelving of the Music Library after a major renovation in Presser Hall.
- Manned front desk and provided basic library related services.
- Assist library users with locating and checking in/out books, technologies, and other resources Support library initiatives to maintain organization .
- In charge of checking in and out materials from library circulation, assisting with research, creating accounts, helping to meet patrons needs.
- Supervise work-study students.
- In charge of checking in and out materials from library circulation.

EDUCATION

- MS

2259 Oak Street, Old Forge, New York, 13420
© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**