

Objective

Obtain part-time employment applying my Michigan MFT license and counseling background to encourage the positive development of couples, children, and families.

Skills

Adobe Photoshop, Illustrator, InDesign, Bridge, And Premiere., Microsoft Word, PowerPoint, Outlook, And Excel., JavaScript, HTML, And CSS.

Work Experience

Library Manager

ABC Corporation - 1999 – 1999

- Oversaw library staff workflow and provide on-going training.
- Reviewed 70,000+ weekly images received, making selections for Library to store for future use.
- Originally hired as a filer in the photo library, advanced to Deputy Chief Librarian, finally to Library Manager.
- Assisted the book division with monthlys, as well as the National Enquirers coffee table book.
- Received equity grant of 5,000 shares from AIM for going Above and Beyond.
- Monitored new developments and legislation in areas of interest to company shareholders.
- Coordinated activities of all departments within the library system; schedules intradepartmental activities to accomplish work goals.

Library Manager

Delta Corporation - 1995 – 1999

- Library & Learning Center, Records Management, History & Archives Manage, evaluate and review staff Recommend.
- Duties/Responsibilities Managed the inventory of books in the library, reported information of new & current books, & updated library information.
- Part-Time Work-Study Program Managed library by cataloging inventory on 80+ books daily into the schools system Performed maintenance duties by .
- Management of day to day operations within the library Management of student workers daily tasks and reported to Library Director Maintaining .
- Created the Mortality Research Center Library to support the life insurance, medical and general business information needs of ING Re Implemented and .
- Patron Services Checking out, discharging and shelving books etc Front Desk duties and researching grant opportunities All Collection Development .
- Cataloguing and organization of physical media, creating and maintaining virtual databases, preparing physical media for digitization, coordinating .

Education

MS