PERSONAL STATEMENT

Competent, analytical-minded professional seeking a Legal Assistant position, utilizing research skills along with the ability to manage schedules and appointments in an environment conducive to constant learning.

WORK EXPERIENCE

Asst. Library Page
ABC Corporation - 2009 – March 2013

Responsibilities:
- Shelved library books and material with high attention to detail and efficiency.
- Helped patrons find materials and conduct searches in the library catalog.
- Organized and sorted materials by alpha-numerical systems.
- Extensive familiarity with Dewey Decimal System and Library of Congress Provided computer assistance to patrons for printing, email, and basic word processing.
- Working in teams of two, drove out to community nursing homes and daycares in mobile library vehicles to circulate library resources.
- Supported coworkers in circulation duties, and check-in and check-out procedures.
- Created visually engaging book vignettes to highlight a variety of genres and topics.

Library Page
ABC Corporation - 2004 – 2009

Responsibilities:
- Shelves and maintains order of materials.
- Moves, distributes and assists with processing of incoming and outgoing materials manually and using materials handling equipment.
- Assists with opening, maintaining and closing libraries, including equipment and grounds activities.
- Prepares rooms for meetings and assures that accessories needed for meetings are available.
- Inspects materials for damages and processes accordingly.
- Assists with program setup and take-down.
- Assists with displays and assigned projects and programs.

Education

Bachelor of Arts in Nonprofit Management - January 2016(Cleveland State University)