ROBERT SMITH

Media Clerk

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SUMMARY

Seeking a Media Clerk, responsible for Reporting to Media Specialist/Building Principals. Experience in Assisting in providing a well-organized, smooth functioning media center environment in which teachers and students can take full advantage of available resources.

SKILLS

Microsoft Office, Digital Media, IOS, Video Production, Video Editing.

WORK EXPERIENCE

Media Clerk

ABC Corporation - 2015 – 2015

- Managed and operated the school library.
- Checked in and out books and equipment.
- Gathered and researched materials for teachers to use in classroom lessons.
- Helped students locate material for research projects.
- Repaired and maintained equipment.
- Operated, created, and edited broadcast news programs.
- Coordinated AV equipment for the school; maintains video library; maintained and troubleshoots a wide variety of audiovisual and technology equipment.

Media Clerk

Delta Corporation - 2012 – 2013

- Checked books in and out; shelved books, magazines, and videos; Entered new books, new videos, and new magazines into existing databases.
- Prepare & facilitate lesson plans on k thru 5th-grade level Educate children on library skills Media Center supervision, preparation & organization.
- Prepare & facilitate lesson plans on pre k & k grade levels Educate children on library skills Media Center supervision, preparation & organization.
- Redacting documents Courier Mailroom clerk General office duties Accomplishments Following direct orders Working well with my coworkers.
- Customer Services, Book spot for a cable station, office duties.
- Inputting calls from cable stations into the catalyst system.
- Process spots for T.V airing, verification of invoice from the station.

SCHOLASTICS

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