Robert Smith

Media Clerk

CONTACT DETAILS

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PERSONAL STATEMENT

Seeking a Media Clerk, responsible for Processing shipments and invoices as appropriate. Experience in Answering phone and route incoming calls appropriately, etc.

WORK EXPERIENCE

Media Clerk

ABC Corporation - October 2006 – 2006

Responsibilities:

- Operated all computers, printers, and software applicable to the media center.
- Assisted staff and students to locate and check out books and materials.
- Assisted in the instruction of staff and students in the use and operation of networked computers, Software, and related resources.
- Operated audiovisual equipment such as the laminating machine, printer, and copy machine.
- Performed a variety of clerical duties, including processing and maintaining library books; entering records and files; maintained media center.
- Helped conduct periodic inventories of the book collection, materials, software, and equipment as assigned; participated in ordering and maintaining supplies and equipment.
- Helped maintain the physical appearance and ease of use of the library.

Media Clerk

Delta Corporation - 2002 – 2006

Responsibilities:

- Responsible for new system installation, system repair, and the maintenance of computer networks.
- Helped the students within the library with finding books, checking in/out books, and assisted the librarian as needed.
- Handle everything in the library that the librarian did.
- Also have been a part-time secretary at this school.
- Can answer phones, work with students and parents, ordered for the school, books, toners, supplies, etc., did count for the state, copied, faxed, .
- Performs customer service functions; provides assistance and information related to library policies and procedures; assists all students.
- Assists students at the circulation desk with checking library materials in and out Inventories all media center equipment and computer software.

SKILLS

Internet Research, Microsoft Office, Peoplesoft, Siebel.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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Education

Bachelor of Science

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