

# Regal Resumes

## LIBRARY TECHNICIAN ■ ASSISTANT LIBRARIAN

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**PROFILE:** Detail-oriented library technician skilled in helping acquire, prepare, and organize materials to assist users in locating appropriate resources. Proven ability to work both independently and under the supervision of a manager. Efficient in record management; provides accurate and timely information. Presents quality and detailed research and assistance in person, by telephone, fax, and electronically.

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**EDUCATION:** **Library and Information Science Diploma,** College Name, Location **[year]**

- Business Communications
- Records Management
- Subject Cataloguing
- Design Databases
- Multimedia Equipment & Design
- Reference & Client Services

**High School Diploma,** High School Name, Location **[year]**

- Graduated with Honors
- Yearbook Editor

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**LIBRARY & INFORMATION SCIENCE EXPERIENCE:**

- Built basic database structures and created records using Microsoft Access for computer applications and database.
- Extracted important article information and compiled into a brief abstract, consistently meeting all research deadlines.
- Ranked within top 5% of library and information science graduates; exhibited excellent copy cataloguing analysis skills.
- Evaluated several library records before set dates, and determined information to keep and/or change.
- Prioritized books for withdrawal from library collections, and expertly justified decisions to superior management.
- Scanned and attached documents to the correct database files. Files were easily retrievable, saving valuable time for employees.
- Researched client companies and expanded database entries. Identified areas for improvement and enhanced operational efficiencies.

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**WORK EXPERIENCE:** **Information Technician,** Company, City, Province **[year-Present]**

**Library Internship Position,** Company, City, Province **[year]**

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