

Bernadette Soliz

123 Winslow Drive
New York
999-999-9999
bernadette@xyz.com

Objective: Interested in the position of an Assistant Librarian with a leading school/college.

Professional Goals:

- To complete my B.A. in Library Sciences.
- To obtain a Master of Library Sciences degree.
- To become a librarian, then a head librarian.

Education:

Sunnydale High School New York
High School Diploma 2005

- Only 15 units remain before completion of my B.A. in Library Sciences.

New York Community College New York
Associate of Arts in Library Sciences 2007

- Graduated in the upper 10% of the class.

Experience:

SBS High School New York
Library Assistant 3/3/2009 to Present

- Provided information to patrons, including how to use the computer to search for books and articles and how to use reference material and bibliographic tools.
- Performed routine descriptive cataloging of new book, journal, audio and video acquisitions on the library computer system.
- Trained library clerks to do computerized cataloging.
- Verified bibliographic information on order requests.
- Directed library clerks in maintaining stacks and ordering and receiving new acquisitions.

SBS High School New York
Library Clerk 3/3/2007 to 3/3/2009

- Assisted groups and individuals in locating materials.
- Issued and received library materials and sorted and shelved books.
- Issued library cards and recorded due dates for material.

- Inspected returned books for damage, verified due-dates and computed and received fines.
- Furnished information on library activities, facilities, services and rules.

References: Available upon request