

Bernadette Soliz

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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