

Susan Thomas
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Objective: Interested in the position of a Librarian with a reputed school/college.

Experience:

3/3/2005
to Present Brooks High School New York
Librarian

Specialized in grant writing and in new hardware and software for libraries. Trained library staff and public in use of new technologies. Selected, ordered and classified books, serial publications, documents and audiovisual materials. Supervised regular updating of library database of these materials. Provided information on library activities, facilities, rules and services. Planned, directed and implemented special projects involving library promotion.

3/3/2003
to 3/3/2005 CHS High School New York
Assistant Librarian

Assembled and arranged displays of books and other library materials. Maintained reference and circulation materials. Conducted computer searches to locate information. Explained and assisted in the use of reference sources including the Internet and the library's internal search software. Answered correspondence on special reference subjects.

Education: State University New York New York
Bachelor of Arts in Library and Information Science 2005
On Dean's List for four consecutive semesters

Affiliations: Member, National Association of Librarians

References: Available upon request