

# Susan Thomas

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**OBJECTIVE:** Interested in the position of a Librarian with a reputed school/college.

## EXPERIENCE:

### Brooks High School

*Librarian*

**New York**

3/3/2005 to Present

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.

### CHS High School

*Assistant Librarian*

**New York**

3/3/2003 to 3/3/2005

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**

*Bachelor of Arts in Library and Information Science*  
On Dean's List for four consecutive semesters

**New York**

2005

**AFFILIATIONS:** Member, National Association of Librarians

**REFERENCES:** Available upon request