

## **BERNADETTE SOLIZ**

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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