

HARRY ENFIELD

LIBRARY ASSISTANT RESUME

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Summary

A college leaver with an out-going personality, excellent communication, management and IT skills and a strong interest in books and computers. Harry is able to work accurately in a busy environment and has the knowledge and enthusiasm required to play a key role in helping a Librarian run a busy library. He will thrive in a public facing role and has a flexible approach and a willingness to work across various branch libraries. He is looking for a suitable entry level position where he can help customers to get maximum usage of a library's facilities.

Academic

Coventry North College **2011 - 2012**
Diploma in Library Studies Pass

Birmingham South High School
Maths **2008 - 2011**
English Pass
Geography Pass
Physics Pass
Business Studies Pass
Physical Education Pass

Knowledge of

Librarian skills

Cataloguing books
Shelving items
Processing books
Registering library users
Inspecting books
Locating books
Issuing Library cards

Professional

Stock maintenance
Customer service
Indexing
Answering queries
Data management
Repair damaged books
Organising resources

Personal

Good communicator
Highly presentable
Articulate
Confidential
Giving presentations
Search skills
Analytical

Skills acquired whilst studying

- Able to ensure that a Library's information resources, in all formats, are easily accessed by library users.
- Knowledge of the circulation desk, lending and receiving library-owned material.
- Providing a welcoming presence on the Library reception desk.
- Familiarity with automated library systems.
- Ability to ensure accuracy, even when performing routine tasks.
- Superb inter-personal skills, including high-level customer-care awareness, and the ability to display tact and courtesy when dealing with members of the public.
- Responding quickly to queries from Library users using resources and IT facilities.
- Maintaining the Library environment by shelving, tidying & doing administrative tasks.

References

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