

Alayna Bauer

Professional Experience

Oct 2018 – Dec 2022 / Grapevine Public Library

Library aide

- Shelving, organizing, shifting and monitoring of library materials
- Taught multiple new coworkers and many volunteers the basics of shelving.
- Checked in materials using computer terminal
- Assisted with collection of daily statistics and regular closing duties
- Worked weekend and night shifts as well as others when necessary

2014-2016/ Grapevine Public Library

Library volunteer

- Organized library materials

Education

2022 - current / University of North Texas

Denton, TX

Bachelor of Professional and technical communications

Classes taken: Content strategy, Advance Technical communications, Information design, Usability and UX, Content analysis, Proposal Writing

2022 / Tarrant County College

Fort Worth, TX

Associates of arts

Contact Information

972-730-6959

Alaynabayer@my.unt.edu
[linkedin/](#)

Grapevine, Texas

Relevant skills

Register experience

Shelving and organization experience

Program preparations

Content auditing

Project management

Content strategy

Usability and UX

Driver's license + Vehicle

LinkedIn certificate:

Figma basics