**Amy Leota Shropshire**

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**Education:** Currently enrolled in ALA accredited MLIS program,

University of Alabama School of Library Science

Bachelor of Arts Hollins University, Roanoke VA,

Major in English, Graduated 2006

**Library**

**Experience:** **Circulation Staff**, Wyndham Robertson Library,

*Hollins University 2005-2006*

* Organized and monitored inventory system and collection maintenance systems
* Organized and instituted training systems.
* Trained and supervised 20 work study students.

**Circulation Summer Staff**, Wyndham Robertson Library,

*Hollins University 2002-2006*

* Designed and updated a website for staff and students.
* Archival inventory, weeding and cleaning projects.

**Circulation Weekend Supervisor**, Wyndham Robertson Library,

*Hollins University 2003-2006*

* + - * Responsible for opening and closing library on weekends.
      * Responsible for patron counts, clearing the drop box, opening and closing checklists
      * Supervisor over work study students during all weekend hours.

**Circulation Work-Study Student**, Wyndham Robertson Library,

*Hollins University 2002-2006*

* + - * Debugged and troubleshot computer, printer, and network issues for patrons.
      * Checked in and out library materials.
      * Performed shelving, assigned inventory, and collection maintenance tasks.

**Supervisory**

**Experience:** Wyndham Robertson Library, *Hollins University 2002-2006*

* Supervisory position at Wyndham Robertson Library as a work-study weekend supervisor.
* Served as summer staff for three years, and school year staff for one year.
* Created training modules for incoming students, and supervised their training process.
* Implemented and oversaw inventory process, including printing, debugging, and assigning inventory pages to other students.

Shane’s Rib Shack, *Huntsville AL 2012-present*

* Management position in foodservice industry. Head trainer for all new hires.
* Organized and coordinated administrative kitchen tasks, instituting production systems for greater efficiency.
* Organized production, distribution of labor, and organization of large catering orders.
* In charge of kitchen scheduling, truck ordering, inventory, equipment maintenance, and food quality.

**Skills:**

**Computer:**

* + - Types 60-90 wpm.
    - Versatile in the use of Microsoft Software and similar programs.
    - Experienced with assorted order placing systems, as well as inventory control systems and office maintenance software.
    - Some experience in database maintenance, cross-referencing and debugging errors in inventory data.
    - Capable of solving day to day computer problems, including printing trouble and network issues.
    - Competent with html and web design.

**Organizational:**

* Extremely versatile at memorization and speedy mental prioritization. Greatly enjoys quick mental acrobatics linked to physical work.
* Linguistically competent, particularly in textual format. Creates memos, flyers, and ordered lists.
* Has taken textual database data, and a list of approximately 50,000 items, and made an organized system of record, with meticulous files.
* Processed said data, to correct any in-system or organizational errors.

**Food and Customer Service:**

* Cooks comfortably solo in moderate to high volume, and with a single partner in extreme high volume
* Capable of cooking with others on a line in higher volume situations.
* Adept at quickly and efficiency preparing food for future use, and keeping a line well stocked.
* Superb customer service skills, knowledge of business policies, and ability to prioritize in a rush.
* Has received comments on willingness and meticulousness in performing assigned cleaning duties.