

CHILDREN'S LIBRARIAN SAMPLE RESUME

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A Children's Librarian with over 10 years of experience organizing, communication and, children's literature. Possesses a Masters in Literary Science.

PROFESSIONAL EXPERIENCE

NEWARK LIBRARY

Children's Librarian

Newark, NJ

June 1998 – Present

- Kept up to date on the latest children's literature and educational tools needed to teach.
- Maintained both children's and young adult's sections of library by keeping track of material and ordering new resources.
- Scheduled story times and book clubs and updated newsletter to keep parents informed.
- Showed children how to use resources like catalogs and other educational tools to find what they need.
- Found new and exciting material and tools to keep not only children informed but parents as well.

NEWARK LIBRARY

Children's Room Assistant

Newark, NJ

June 1995 – June 1998

- Helped assist the children's librarian with collections, reading hours, programs for pre-schoolers and school-age children.
- Taught school-age children and pre-schoolers the importance of reading books and other educational material.
- Help maintained the room for all daily activities including children's book clubs and story time.
- Had planned programs such as book clubs and story times and updated all information in newsletter.
- Showed children the importance of catalogs and how to check out all reading material.

EDUCATION

JERSEY UNIVERSITY

Masters in Library Science, June 1995

Newark, NJ

- Graduated with Honors
- Made Dean's List twice.

ADDITIONAL SKILLS

- Communication
- Organization
- Children's Literature Knowledge