14, East 33 Street
Portland, PA 97205
(267) 657-1291

**Objective:** Wish to do an academic librarian job in a reputed school, college or university and help in building a huge collection of academic books and reference materials.

**Skills and Qualities:**

- Basic understanding of computers and knowledge of the internet and search techniques
- Comprehensive knowledge of the latest tools and research technologies
- Hold excellent interpersonal and communication skills
- Great interest in reading and collecting books on diverse subjects
- Ability to communicate with students of any age group
- Takes pleasure in helping teachers and students in finding reference materials
- Self-motivated with an ability to adopt new techniques as per requirements
- Excellent supervising skills to ensure library assets are maintained properly

**Experience Details:**

**April 2011 - present** National
Library, Portland, PA **Assistant
Academic Librarian**

- Prepare database of academic books availability and usage as per standards and number of students each year
- Develop a systematic approach for database maintenance, preserving and shelving books
- Organize specific book lists and summarize the most used books
- Advise the library users for better reference materials
- Keep track of books age and need to revamp them
- Monitor other co-workers and guide them in executing routine duties

**May 2009 - March 2011**
community Center of Learning, Portland, PA
**Trainee Academic Librarian**

- Performed duties of repairing and managing books
- Prepared catalogs for library resources according to subject classifications
- Visited neighborhood schools and colleges to learn their requirements
- Updated records of library assets regularly into the system

- Researched on scholars and academician for collecting their books
- Maintained clean library environment to help patrons enjoy reading

## Education:
Master's Degree in Library Science from Portland University, 2009
Bachelor's Degree in Library Science from Portland College, 2006

## References:
On request.