

Madison Goulet

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Bay City, MI 48706

EDUCATION

Master of Library and Information Science **Anticipated: August 2026**
Wayne State University - Detroit, MI
Concentration: Data Analytics and Information Systems

Bachelor of Arts **May 2024**
Saginaw Valley State University - University Center, MI
Major: Literature
Minor: Political Science
Summa Cum Laude

PROFESSIONAL EXPERIENCE

Library Assistant **June 2024 - Present**
Northwood University - Midland, MI

- Assistant to head/reference librarian, offering assistance as asked such as planning library events, updating the library website, and clerical assistance in filing and organization
- Supervising day-to-day library operations and student workers
- Responsibility over interlibrary loan through the Valley Library Consortium and Online Computer Library Center (OCLC)

Server **June 2021 - August 2024**
Gatsby's Seafood and Steakhouse - Bay City, MI

- Providing excellent customer service in a fast-paced work environment
- Serving various guests through multi-tasking to ensure all guest needs are met
- Maintaining personal accountability and responsibility to fulfill necessary tasks promptly

SKILLS & COMPETENCIES

- Microsoft Office - Word, Excel, Outlook, Teams, PowerPoint
- Google Suite - Gmail, Docs, Sheets, Slides
- Sirsi Dynix Horizon ILS
- Online Computer Library Center (OCLC)

SOFT SKILLS

- Communication
- Organization
- Time management
- Self-management
- Attention to detail