




LEONARDO ALFEREZ

Librarian

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PROFESSIONAL SUMMARY

Bilingual (English/Spanish) librarian with a Master of Library Science (4.0 GPA) and a Bachelor's degree in Mathematics. Experienced in academic and public library services, including reference support, library instruction, program development, grant writing, and collection development. Skilled in student engagement, technology assistance, database instruction, and data analysis. Proficient with integrated library systems (Sierra, Alma, Primo), digital platforms (LibGuides, LibChat), and technologies including web development (HTML, CSS, Python) and MS Office Suite. Dedicated to promoting information literacy, enhancing library resources, and fostering student success through innovative and inclusive library services.

SKILLS

Bilingual, English and Spanish

Sierra

Alma

Primo

LibGuides

LibChat

Web development

Python

HTML

CSS

SQL

Scratch

Scratch Jr.

MS Office Suite

Customer Service

Blackboard (LMS)

EXPERIENCE

REFERENCE LIBRARIAN, EL PASO, TX

EL PASO COMMUNITY COLLEGE – NORTHWEST CAMPUS LIBRARY, January 2023–Present

- Reference Services: Assist students in accessing library resources, including books, databases, and research guides (LibGuides). Provide personalized research support and recommend materials across diverse subjects. Offer online reference assistance through LibAnswers.
- Library Instruction: Conduct orientations and instructional sessions for college and early college students. Cover topics such as utilizing library databases, navigating LibGuides, and understanding available physical materials and services.
- Program Development: Develop and lead engaging children's programs, such as storytimes and craft activities, tailored to diverse audiences. Notable initiatives include Dr. Seuss Week, during which 450 elementary students were engaged through storytelling and activities over six days.
- Grant Writing and Proposal Development: Collaborate with librarians to draft grant proposals aligned with library objectives. Write clear and compelling proposals to secure funding and support the library's mission.
- Data and Reporting: Collect, analyze, and report monthly library statistics, including circulation, equipment usage, instructional sessions, community programs, and reference services.
- Collection Development: Evaluate, select, and recommend new resources (both digital and physical) to meet the needs of a diverse library audience. Utilize GOBI to identify materials and prepare orders for the head librarian.

- Student Support: Assist students with class registration and semester schedule planning, ensuring they are prepared for academic success.
- Math Liaison: Create a specialized LibGuide featuring math resources for subjects such as algebra, precalculus, calculus, and linear algebra. Include recommendations for books, educational videos, and interactive learning materials.
- Provided exceptional customer service through direct interaction with students, staff, and faculty.

REFERENCE LIBRARIAN, EL PASO, TX

EL PASO COMMUNITY COLLEGE – VALLE VERDE CAMPUS LIBRARY, September 2023–Present

- Reference Librarian: Assist students in accessing library resources, including books, databases, research guides (LibGuides), and providing recommendations across diverse subjects.
- Library Instruction/orientations: Conduct engaging library instruction sessions and orientations for college and early college students. These sessions cover essential topics such as the use of EPCC library databases, LibGuides, physical resources, and library services to enhance students' research skills.
- Student Registration: Provide one-on-one assistance with class registration and semester schedule planning, ensuring students have a clear schedule.
- Technology Assistance: Help students use library technology such as public computers, printers, scanners, and accessing Wi-Fi.
- Citation Assistance: Guide students in properly citing sources using citation styles like MLA, APA, or Chicago. Provide tools and resources for accurate citation.
- Database Instruction: Teach students how to navigate and use research databases effectively for finding peer-reviewed articles, e-books, and other academic resources.

LIBRARY CLERK PART-TIME, EL PASO, TX

EL PASO COMMUNITY COLLEGE – NORTHWEST CAMPUS LIBRARY, August 2016–January 2023

- Statistical Reporting: Prepare and submit monthly reports covering library material usage, equipment usage, instructional sessions, community programs, circulation, and reference services.
- Program Facilitation: Serve as a presenter for children's programs, classes for Southwest Keys (immigrant children), and a coding class for kids. Help plan and execute annual events such as the Children's Summer Program, Dr. Seuss Week, Christmas, and Easter programs. Assist librarians with moderating children's classes during summer programs.
- Historical Projects: Contributed to EPCC's 50th-anniversary subcommittee by researching the college's history. Located, cataloged, and scanned historic photographs and prepared iPads with curated content for a museum exhibit.
- Inventory Management: Conduct inventory for up to 5,000 library items, including books, DVDs, and Playaways. Perform electronic equipment inventory three times a year.
- User Assistance: Assist students, faculty, staff, and community users in locating materials, issuing library cards, checking out books, and navigating databases using the library's integrated system.
- Clerical Support: Handle tasks such as shelving books and DVDs, retrieving requested materials, shelf-reading, and data entry in MS Access and Excel.
- Technology Support: Troubleshoot and resolve issues with electronic equipment, including computers, printers, and iPads.
- Safety Protocols: Managed book retrieval and quarantine processes during the pandemic, adhering to established safety guidelines.
- Interlibrary Services: Respond to phone inquiries and request materials from other libraries as needed.

LIBRARY SPECIALIST

NEW MEXICO STATE UNIVERSITY LIBRARIES – ZUHL LIBRARY, February 2022–June 2022

- **Team Management:** Supervise a team of ten student employees, including assigning daily tasks, monitoring work performance, and mentoring on academic and job-related matters.
- **Faculty Coordination:** Communicate with faculty to coordinate and manage course reserve materials, ensuring timely receipt and processing.
- **Cataloging:** Create catalog records for reserve materials in the Integrated Library System (Alma) for efficient tracking and access.
- **Scheduling and Attendance:** Approve time-off requests and tardiness, create weekly work schedules, and review and approve timesheets for accuracy.
- **Shelving and Projects:** Oversee shelving duties and coordinate special projects with student employees, ensuring efficient organization of library materials.
- **Data Collection and Reporting:** Gather and analyze data related to shelving activities, material usage, patron interactions, and study room utilization to inform decision-making.
- **Collaboration and Updates:** Meet weekly with the supervisor to provide updates on team activities, progress, and challenges.

LIBRARY INSTRUCTIONAL ASSISTANT, ANTHONY CHAPARRAL, NM

CHAPARRAL HIGH SCHOOL LIBRARY – GADSDEN INDEPENDENT SCHOOL DISTRICT, October 2021–February 2022

- **Library System Management:** Operated the online library circulation system (Follett Destiny) to manage check-outs, returns, and catalog updates.
- **Information Literacy Support:** Assisted the librarian in delivering information literacy instructions to students, fostering research and critical thinking skills.
- **User Assistance:** Supported students, teachers, and staff in utilizing the online catalog and other library resources effectively.
- **Student Supervision:** Trained and supervised student library aides, providing mentorship and guidance.
- **Library Oversight:** Maintained order and provided supervision in the library during the Teacher Librarian's absence.
- **Technology Management:** Assisted with the check-out and management of AV and electronic devices, ensuring proper handling and use.
- **Encouraging Literacy:** Served as a role model to students, promoting reading habits and developing their information skills.
- **Material Preparation:** Helped process new orders, catalog materials, and prepare resources for library use.
- **Administrative Support:** Handled phone inquiries, sorted mail, shelved materials, and prepared visual resources by enlarging and laminating posters.

EDUCATION

MASTER OF LIBRARY SCIENCE

Texas Woman's University, December 2022

GPA 4.0

BACHELOR OF SCIENCE IN MATHEMATICS, TX

The University of Texas at El Paso, December 2020

LANGUAGES

- **Spanish**
Fluent

- **English**
Fluent

COMMUNITY SERVICE

COMMUNITY SERVICE VOLUNTEER, El Paso, Texas

Reforma, April 2025–Present

- Attended community events and other community engagement forums to represent organization.
- Volunteer in events to raise funds for the Reforma library organization which go to scholarships.

COMMUNITY SERVICE VOLUNTEER, El Paso, Texas

Border Regional Library Assosiation , April 2025–Present

- Assists association with community events such as Dia de los Ninos.
- Transport donated books from libraries to events. Load a truck with books and unload it in event location.

AWARDS

- El Paso Community College Northwest Employee of the Month November 2018

LINKS

<https://github.com/LimitsAtInfinity01>