

Librarian Librarian San Antonio, TX Work Experience Librarian NORTH EAST ISD - San Antonio, TX January 2008 to June 2019 Supervised overall operation of school library servicing grades 6-8. Oversaw budget for purchase of print, audio-visual, and periodical materials. Designed and implemented team-teaching library lessons and activities. Campus Web Page Coordinator working with BlackBoard content manager. Member of campus leadership team and chaired campus technology committee. Library Systems Administrator NORTH EAST ISD - San Antonio, TX August 2000 to January 2008 System administrator for library automation system. Communicated with vendor support desk as needed. Optimized and configured system for school library environment. Provided training to librarians and library assistants as end users of automated system. Managed helpdesk to assist end users as needed. Cataloged print and audio-visual materials using MARC format and assisted in maintaining the union catalog. Designed and managed inter and intranet webpages . Trained librarians in web page design. Assisted and trained library processing personnel. Developed ColdFusion web applications for library lesson plans, library budgeting and data storage, and book review database. Chaired library skills/TEKS alignment committee.

Education Master's in Library and Information Science University of Arizona - Tucson, AZ August 1985 to June 1987 Bachelor's in English Literature University of Arizona - Tucson, AZ August 1983 to June 1985 Skills Microsoft Office, Wordpress, Blackboard, Network Management, Web Design, Information Technology, Desktop Support, Help Desk, It Specialist Assessments Technical Support Proficient July 2019 Measures a candidate's ability to apply protocols to identify errors and solutions in order to maintain system function. Full results: https://share.indeedassessments.com/share_assignment/i06vmxmykt0fadhx Basic Computer Skills: PC Expert July 2019 Measures a candidate's ability to perform basic computer operations, navigate a Windows OS, and troubleshoot common computer problems. Full results: https://share.indeedassessments.com/share_assignment/ze6jmafhsqpwyfk0 Customer Focus & Orientation Highly Proficient July 2019 Responding to customer situations with sensitivity. Full results: https://share.indeedassessments.com/share_assignment/r5bkutii0sgsccee Proficiency with Microsoft Office: Mail & Calendar (Mac) Highly Proficient July 2019 Measures a candidate s

proficiency in using Microsoft Office Mail and Calendar tools to manage their workload. Full results: https://share.indeedassessments.com/share_assignment/frorpk2gfpm-v5jl Written Communication Expert July 2019 Measures a candidate's ability to convey written information using proper grammar rules. Full results: https://share.indeedassessments.com/share_assignment/s3rewcv8n-xo-ndc Verbal Communication Expert July 2019 Speaking clearly, correctly, and concisely. Full results: https://share.indeedassessments.com/share_assignment/6ggbftg9lo66whju Spreadsheets with Microsoft Excel Highly Proficient July 2019 Measures a candidate's Microsoft Excel knowledge including common tools, PivotTables, conditional & nested formulas, and custom visuals. Full results: https://share.indeedassessments.com/share_assignment/obwkejakfli1xsvr Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Name: Joseph Ramos

Email: timothygutierrez@example.com

Phone: (688)511-8149x87226