

Circulation Assistant / Reference Assistant Substitute Circulation Assistant / Reference Assistant Substitute Canal Fulton, OH Authorized to work in the US for any employer Work Experience

Circulation Assistant / Reference Assistant Substitute Massillon Public Library - Massillon, OH September 2018 to Present Assist patrons of all ages by issuing cards, collecting fees, checking materials in and out, and finding and reserving materials Maintain collection by shelving materials and participating in inventory projects Assist with sorting and packing library materials received and sent via delivery service Perform opening and closing tasks including setting alarm and locking door at close Maintain displays on bookshelf end panels Assist in weeding collection Assist patrons in their technology needs including printing, email, and account set up. Maintain computer center Driver Uber June 2015 to Present Respond to customer requests and ensure safe and reliable transportation through Uber app Book Seller Books-A-Million - North Canton, OH November 2015 to October 2017 Drive weekly sales by offering membership cards and magazines to customers upon checkout Unpack, sort, and shelve weekly inventory Provide excellent customer service by helping customers quickly and accurately find the products they are looking for and order it for them if we do not carry it Execute company goals for merchandising and store cleanliness Driver Dominos September 2013 to June 2015 Delivered customer orders in a timely and accurate manner Food preparation Provided customer service for phone and dine in customers Project Manager Storefront Systems May 2010 to August 2013 Supervised remote technicians Prepared and updated detailed work reports for billing Ensured client records were updated with city governments in accordance with local law Interviewed potential candidates for different internal teams Training Supervisor Borders Books and Music August 2005 to March 2010 Supervised staff and dealt with customer concerns Processed new inventory and managed inventory team on shelving system Responsible for orientation and training on registers and inventory systems for all new hires Provided initial contact for potential employees Database Administrator International Data Management April 2000 to June 2005 Built and maintained databases for clients Completed rental database pulls and then shipped them to client customers Prepared database reports for internal and external review Maintained hardware and upgraded

software in office computers Education Bachelor's in Political Science University of Akron - Akron,
OH Associate in Computer Networking Technology Wayne College - Orrville, OH Skills Microsoft
Office (10+ years), HTML (Less than 1 year), Windows 10 (5 years), IOS (7 years)

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