

# Alexandra Becheru

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## **EXPERIENCE**

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### **Library Reference Technician**

*August 2025 to Present*

Ville de Dollard-des-Ormeaux | Dollard-des-Ormeaux, QC.

- Answering research questions by conducting reference interviews with users.
- Providing technical assistance with computers, printers, photocopiers and OPAC search terminals
- Contributing to the collection development process by assessing damaged documents and deciding whether they should be replaced, weeded, or repaired.
- Responsible for weeding documents periodically with the demand of the librarian.

### **Student Reference Assistant**

*April 2025 to August 2025*

Ville de Dollard-des-Ormeaux | Dollard-des-Ormeaux, QC.

- Answering research questions by conducting reference interviews with users and helping with technical assistance.
- ❖ **Projects:**
  - Reclassified multiple non-fiction sections using the Dewey Decimal System and attributed new call numbers to 200 documents with the goal of providing ease of access to users.
  - Responsible for the replenishment, management and compiling statistics of two displays: "Summer Bundles" and "New Adult Comics."
  - Accomplished multiple weeding projects in the adult fiction and audiobook section.

### **Library Assistant**

*June 2023 to April 2025*

Ville de Dollard-des-Ormeaux | Dollard-des-Ormeaux, QC.

- Managing subscriptions, loans, returns of documents on V-Smart and study room reservations on Lib-Cal.
- Sorting and reshelfing returned documents in a precise order that complies with the library's standards of use.
- Treating material documents by stamping, affixing library seals, placing appropriate stickers and in a uniform fashion that complies with the standards of use as well as entering data into V-Smart and Microsoft Excel.

### **Gallery Attendant**

*September 2024 to Present*

Ville de Pointe-Claire | Pointe-Claire, QC.

- Greeting and informing visitors of all activities taking place at the Stewart Hall cultural centre.
- Maintaining the boutique, art rental, art gallery and reading room as well as its sales services.
- Assisting facilitators during cultural events by selling tickets during concerts, greeting and answering questions.

### **Assistant Manager/Consultant**

*August 2019 to August 2024*

Roses & Passions | Pointe-Claire, QC.

- Performing administrative tasks such as setting up employee schedules as well as managing email and telephone correspondences.
- Delivering exceptional customer-service and educating customers with extensive product knowledge.

### **Sales Associate**

*June 2018 to October 2020*

Sunglass Hut - CF Fairview Mall | Pointe-Claire, QC.

- Providing excellent customer-service, achieving daily sales goals and ensuring customer retention

## **VOLUNTEERING**

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### ABQLA - L'Association des bibliothécaires du Québec

*In Process*

- Write literary reviews and gather bibliographic information about newly published books, which are then uploaded to the ABQLA website.

## **EDUCATION**

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### McGill University | Master of Information Studies

### Concordia University | Bachelor of Arts in Communications Studies

### Vanier College | Diploma in Communications, Media and Studio Arts

### École Secondaire Félix-Leclerc | General High-School Diploma

## **SKILLS**

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Adobe Creative Suite | Google Drive | MS Office Suite | V-Smart | LibApps | SQTD | Communication | Client Service | Administration | Time Management | Teamwork | Interpersonal Skills | Data Entry | Research | Organization | Problem Solving |

## **LANGUAGES**

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English | French | Romanian