

## **ANDREA HERGERT**

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### **EDUCATION**

**Master of Library and Information Science** 5/2014  
San José State University, San José, CA

**Bachelor of Arts in Literature** 3/2008  
The Evergreen State College, Olympia, WA

### **CERTIFICATION**

Washington State Librarian Certificate

### **RELATED WORK EXPERIENCE**

**Librarian I – Information Services / Cataloging**, Jefferson County Library, Port Hadlock, WA (5/2016 – 7/2022)

- Copy and original cataloging of books, DVDs, CDs, and electronic resources
- Select and manage the collection for nonfiction, audiobooks, and eAudiobooks
- Develop and deliver various library programs and services
- Assist patrons and demonstrate the use of reference resources at the Info Desk

**Library Assistant – Cataloging**, Whitman College, Walla Walla, WA (6/2014 - 4/2016)

- Copy and original cataloging of books, DVDs, and electronic resources
- Assist in the hiring, training, scheduling, and supervision of student workers
- Verify and assign Library of Congress call numbers and subject headings to records
- Weeding the government documents collection
- Prepare books to be sent to the bindery for binding or repairs

**Library Assistant**, Whitman County Library, Colfax, WA (5/2008 - 5/2014)

- Assist patrons at the reference and circulation desk
- Organize and deliver home library services at local senior living facilities
- Select and manage the collection for popular movies, music, and eBooks
- Develop and deliver various library programs and services
- Process, borrow, and lend interlibrary loans
- Copy and original cataloging of popular movies, music CDs, and large print books