

Caroline Youse

| 786-281-6178 | cyouse@uw.edu | www.linkedin.com/in/caroline-youse

Education

Master of Library and Information Science | JUNE 2020 | University of Washington

Bachelor of Arts | MAY 2014 | The Johns Hopkins University

- Major: Psychology
- Minor: History, Africana Studies
- Honors: Dean's List (Fall 2012, Fall 2013, Spring 2014), Bloomberg Scholarship
- Activities: Real Food Hopkins, Thoroughfare Multimedia Literature and Arts Magazine, WJHU Radio, JHU Film Society

Experience

Librarian 1 Intern & Trainee | February 2018 – Present | Miami Dade Public Library System

- Assist in managing the Children's Department at the West Dade Regional Library
- Perform collection development responsibilities including selection and ordering
- Create and perform weekly storytime programs for diverse audiences
- Provide excellent customer service at all points of service
- Curated specialized displays and programs like STEAM Tuesday, Black History Month Puppet Show, Halloween Spooktacular, Yule Ball, STEAMFest

Library Assistant 1 | August 2015 – February 2018 | Miami Dade Public Library System

- Facilitated daily operations in branch library
- Provided excellent customer service to patrons with a variety of materials and resources

Office Assistant | October 2011-May 2014 | Homewood Photography

- Maintained DVD and digital archives of photographs, negatives, and related items
- Updated Access databases for accuracy and clarity
- Assisted on professional photo shoots including set up and break down equipment

Skills & Abilities

- Trained photographer with professional knowledge of developing and printing photographs
- Competence with Microsoft Word, Excel, Access, PowerPoint, and Publisher
- Independent worker with highly developed organizational skills
- Excellent typist – 80 wpm