

Dameon Davis

Aide

Salt Lake City, UT 84116

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801-531-7051

Work Experience

Aide

Salt Lake City Public Library - Salt Lake City, UT

March 2009 to March 2013

- Performed a variety of routine manual library support tasks including, sorting, shelving, stacking, retrieving a wide variety of library materials; also processing returned materials, and maintaining such materials according to alphabetical, numerical and categorical systems
- Performed basic processing of returned materials (check-in), and maintains such materials according to alphabetical, numerical and categorical systems
- Conducted shelf reading for accuracy and shifting and transporting books and other library materials to assigned areas of the library as directed
- Assisted in keeping all areas of the library in a clean, neat, and orderly condition and assisting in a variety of special projects and services as assigned
- Performed basic clerical tasks in support of technical support services, including performing simple mending, labeling, jacketing in preparation for circulation and minor repair of a variety of library materials
- Assisted patrons in utilizing library technology including self-check machines, catalog and internet computers

Volunteer

Salt Lake City Public Library - Salt Lake City, UT

June 2008 to March 2009

Education

Bachelor of Science in Economics

University of Utah - Salt Lake City, UT

August 2007

Associate of Science in General Studies

Salt Lake Community College - Salt Lake City, UT

May 2003

Skills

- Library Services
- Word Processing

Additional Information

KNOWLEDGE AND SKILLS

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