

DAMEON DAVIS

Aide

Salt Lake City, UT 84116

dad1977ut@yahoo.com

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



ASSESSMENTS

Data Entry Skills — Expert

January 2019

Measures a candidate's ability to accurately input data and effectively manage databases.

Full results: https://share.indeedassessments.com/share_assignment/z26k-pfghl66ewus

Basic Word Processing Proficiency with Microsoft Word — Expert

January 2019

Measures a candidate's knowledge of basic Microsoft Word techniques for word processing, including the use of tools to format or edit text.

Full results: https://share.indeedassessments.com/share_assignment/0rmouxiwpgd0snihp

Customer Focus & Orientation — Highly Proficient

January 2020

Responding to customer situations with sensitivity.

Full results: https://share.indeedassessments.com/share_assignment/m9uxntbc83uxqzk6

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.



ADDITIONAL INFORMATION

KNOWLEDGE AND SKILLS

- 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