

# Elise Sullivan

456 My Road, Jersey  
City, NJ 32109  
e.sullivan@myemail.com  
(432) 109-8765

Meticulous library page with 2+ years' experience providing outstanding customer service and administrative support in a busy public library. Proficient application of the Dewey decimal system and skilled at creating and maintaining attractive reading and researching spaces. Keen personal interest in classic and modern literature and confident making book recommendations.

## Key Skills

- ♦ Organized and efficient
- Book shelving and sorting
- Strong customer service skills
- Excellent computing and numerical ability

## Professional Experience

### Library Page

*Jersey City Free Public Library, Jersey City, NJ | January 2019- Present*

- Sort books and periodicals according to the Dewey decimal number and shelve them appropriately
- Maintain an orderly and appealing library environment and perform regular checks to ensure books are tidy and correctly shelved
- Assist visitors at the circulation desk, lending out books and other material and accepting returned items
- Answer visitor queries, direct them to the correct location for their required resources and provide information on library events

### Library Page Intern

*Jersey City Public Schools, Jersey City, NJ | September 2018 - January 2019*

- Supervised students using the ICT suite and provided support to locate digital resources
- Created attractive and educational displays to promote reading for pleasure and showcase student work
- Assisted the school librarian with cataloging and shelving books and other printed materials and helped with stocktaking activities
- Provided 1:1 reading and comprehension support to students and made book recommendations

## Education

### High School Diploma

MCNAIR ACADEMIC HIGH SCHOOL, Jersey City, NJ, June 2017

Electives completed:

- Word Processing
- Contemporary Literature
- \* Math Application
- Hospitality and Tourism

## Certifications

- Associate School Library Media Specialist Certification, New Jersey City University, 2019