

INEZ GRANT

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Seasoned library page with over five years of professional experience supporting student services and providing administrative assistance in academic libraries. Diligent and hardworking with exceptional attention to detail and a drive to go above and beyond expectations. Outstanding working knowledge of library best practices and a proven track record for maintaining attractive, organized research environments.

PROFESSIONAL EXPERIENCE

Seattle Central College, Seattle, WA | September 2018 - Present

- ◆ Assist librarians in delivering informational Literacy sessions and student orientations
- ◆ Promote the library's outreach projects to students and provide support during events and author lectures
- ◆ Inspect returned materials for damage, arranging repairs and issuing fines when necessary according to the college's policies
- Maintain tidy and organized shelves and public areas and sort books ready for shelving

LIBRARY PAGE

University of Washington, Seattle, WA | July 2015 ■ September 2018

- ◆ Supervised students in the library's computer suite and assisted with using the online resource catalogs
- ◆ Advised students on the Location of print and digital resources and fetched items from the closed storerooms
- ◆ Provided support at the front desk during busy periods, issuing Loans and receiving returns
- ◆ Inspected the library regularly for tidiness and safety and reported health and safety concerns to the maintenance team

EDUCATION

ASSOCIATE OF ARTS IN LITERATURE AND SOCIETY

South Seattle College, Seattle, Wa | September 2013-June 2015

KEY SKILLS

- ◆ Strong knowledge of digital resource databases
- ◆ Excellent understanding of Dewey decimal system
- ◆ Friendly and professional customer service style
- ◆ Collaborative and independent working
- ◆ Punctual and reliable