



Libby Ortiz

Professional Summary

Library Assistant dedicated to meeting youth and family needs. Focused on diversity and committed to promoting lifelong learning regardless of socioeconomic status. Background in elementary and middle grades programming.

Work History

Easton Area Public Library - Youth Services Assistant

08/2021 - Current

- Facilitate community partnerships to garner returning patron basis
- Develop and update materials collection
- Implement diverse programs and other references for patrons
- Member of Project READY cohort

Bethlehem Public Library - Circulation Clerk

10/2018 - 07/2021

- Manage, design and execute all social media communication using Facebook, Instagram, Canva, and iMovie
- Design effective marketing materials promoting events, generating community participating and attendance
- Assist with circulation of library materials, shelving, handle customer inquiries

Animals in Distress - Volunteer

11/2016 - 10/2018

- Assisted with fundraising and socialized with shelter animals

Bethlehem Area Public Library, South Side Branch - Summer Intern

Bethlehem, PA

06/2018 - 08/2018

- Assist with summer kid's camp

Cops-N-Kids - Volunteer

06/2006 - 08/2011

- Organized and distributed books during various community events

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📍 Fountain Hill, PA 18015

Skills

- Educational Programs
- Library Resources
- Patron Service
- Data Analysis
- Community Relations
- Information Systems

Education

05/2019

DeSales University

Center Valley, PA

Bachelor of Arts: Human Resource Management

- Dean's List 2017-2019

05/2019

DeSales University

Center Valley, PA

Bachelor of Arts: Management

- Dean's List 2017-2019

05/2017

Northampton Community College

Bethlehem, PA

Associate of Arts: Business Management

- Dean's List 2014-2017
- Member - Phi Theta Kappa (Academic Honor Society)

