

## ZULAIKHA ZULKEFLE – Curriculum Vitae (CV)

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### Personal Information

**Full Name:** Zulaikha Zulkefle

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### Professional Summary

I am a passionate and professional librarian with strong experience in digital information services. I help students, educators, and researchers to access, manage, and use digital resources effectively. I am skilled in e-resources, cataloguing, user experience design, and educational outreach.

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### Work Experience

**Senior Librarian:** City Library

*2018 - Present*

- Led digital library services and online database management.
- Conducted workshops and supported library digital transformation.
- Supervised cataloguing and information literacy programs.

**Digital Resource Coordinator** - National Knowledge Centre

*2016 - 2018*

- Managed academic e-resources, online subscriptions, and user portals.
- Provided training and documentation for faculty and students.

**Library Assistant** – University Library

*2014 – 2016*

- Assisted users at reference desk and with OPAC navigation.
- Supported cataloguing and technical processing.

**Intern - School Media Resource Centre:** SMK Seri Damai

*2013*

- Handled borrowing systems and student reading activities.

**Volunteer Librarian:** Community Library Program

*2012*

- Organized reading sessions and educational programs for young learners.
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**Education**

**Bachelor of Information Science:** University of Malaysia

**Certified Digital Librarian:** National Library (2020)

**Diploma in Library Management:** Community College of Selangor

**Online Courses:**

- Digital Archiving (Coursera)
- AI for Libraries (edX)

**Workshops & Seminars:**

- UX Design for Library Systems (MyLIS)
- Future of Libraries (UiTM)

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## **Key Skills**

- Digital Resource Management
- Cataloguing (DDC, RDA)
- Online Databases & Repositories
- Workshop Facilitation & Literacy Programs
- Content Creation (Guides, FAQs, Blogs)
- Library Technologies (OPAC, AI Tools)

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## **Languages**

- English (Fluent)
- Malay (Fluent)