

ANASTASIA PETRAK

EXPERIENCE

- January 2024 – present Bibliographic Services Associate – Acquisitions, *Carnegie Library of Pittsburgh*
- Utilize Sierra, OCLC, and vendor sites to create brief records and accurately input order records for materials being acquired by CLP and district library partners for general circulation, giveaway events, and the collection boost program
- February 2023 – January 2024 Lead Customer Engagement Associate, *Carnegie Library of Pittsburgh*
- Supported patrons with needs pertaining to technology usage, community resources, and library services
 - Utilized library applications such as Sierra, Princh, LPT: One Print Release, and PC Reservation regularly to assist patrons with accessing library materials
 - Participated in ongoing library improvement projects including dynamic shelving, collection weeding, and special topic displays
 - Maintained library collections by processing incoming and outgoing materials, working within Sierra to update item locations and statuses, and coordinating the donation of withdrawn materials to used booksellers
 - Managed branch finances through the completion of patron transactions, preparation and delivery of bank deposits, and the processing of purchase orders for branch inventory needs
- July 2022 – February 2023 Customer Engagement Associate, *Carnegie Library of Pittsburgh*
- Supported patrons with needs pertaining to technology usage, community resources, and library services
 - Utilized library applications such as Sierra, Princh, LPT: One Print Release, and PC Reservation regularly to assist patrons with accessing library materials
 - Participated in ongoing library improvement projects including dynamic shelving, collection weeding, and special topic displays
- June 2020 – March 2023 Test Administrator, *Pearson VUE*
- Acted as the first point of contact for incoming candidates and provided candidate assistance for matters regarding registration, required documentation, and testing procedures
 - Proctored professional board exams, thus maintaining company and client security and academic integrity during the testing process
 - Documented cases of exam interruption, candidate concerns, instances of academic integrity infringement, and problems with required candidate documentation in an objective and timely manner

EDUCATION

- 2023 – present MLIS, *Drexel University*
- 2017 – 2021 BSEd Education – Non Certification, *Duquesne University, Honors College*
- Summa Cum Laude – 3.94 GPA – Dean's List
- 2017 – 2021 BA History and Political Science, *Duquesne University, Honors College*
- Summa Cum Laude – 3.96 GPA – Dean's List