

RALEIGH FRANTZ



raleighfrantz23@gmail.com



717-926-4517



Bronx, NY 10461

PROFESSIONAL SUMMARY

Hardworking and dependable student currently pursuing a Master's in Library & Information Science, having already completed a Bachelor's Degree in Art & Visual Culture. Passionate about the information sciences, libraries, and the arts.

SKILLS

Customer Relations

Circulation Procedures

Library Software Proficiency

Display Creation

Electronic Resources

Reliability

Multitasking Abilities

Adaptability and Flexibility

Problem-Solving Abilities

Staff Supervision

EDUCATION

Drexel University

Philadelphia, PA • Expected in 2026

Master of Science: Library And Information Science

- Ione Nelson Scholarship Recipient

Lebanon Valley College

Annville, PA • 05/2018

Bachelor of Arts: Art & Visual Culture

- Kappa Pi Member
- Dean's List

Harrisburg Area Community College

Lebanon, PA • 05/2016

Associate of Arts: General Studies

- Phi Theta Kappa Member
- Dean's List

WORK HISTORY

Vernon and Doris Bishop Library - Evening and Weekend Library Technician

Annville, PA • 09/2021 - Current

- Enhanced library user experience by providing efficient customer service and assistance with various resources.
- Streamlined book circulation process by maintaining an organized and accurate database of materials.
- Assisted patrons in locating materials, enabling them to conduct research more effectively.
- Collaborated with librarians to develop informative and engaging displays to promote library resources.

Kohl's - Retail Operations Associate

Lebanon, PA • 07/2018- 10/2022

- Worked varied hours to meet seasonal and business needs.
- Used in-store system to locate inventory and place special orders for customers.
- Provided exceptional services and pleasant shopping experiences to retail customers.
- Trained, coached, and mentored new sales associates for maximum performance.
- Processed and stocked merchandise in accordance with store standards.

Fennec Design - Retail Shop Associate

Harrisburg, PA • 05/2021 - 08/2022

- Increased customer satisfaction by providing exceptional service and assistance with product selection.
- Enhanced store organization by tidily arranging merchandise displays and maintaining a clean shopping environment.

Suzanne H. Arnold Art Gallery - Gallery Attendant

Annville, PA • 05/2017 - 05/2018

- Assisted with exhibition installations, contributing to the timely and professional presentation of art pieces.
- Provided exceptional customer service, addressing visitor inquiries and concerns promptly and professionally.

VOLUNTEER EXPERIENCE

Scares that Care Charity Weekend

Williamsburg, VA • 2015 - 2019

- Ensured the event ran smoothly and efficiently
- Provided an excellent experience to customers and guests