

# SHANE PETERSON

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## **BUSINESS STATEMENT**

As an experienced Library employee with seven years of successful service, I consider each new task an opportunity to learn how to improve my performance, to benefit both customers and coworkers. I approach each task with an eye not only to accuracy and efficiency, but also to understand my role, and how I can best fulfill it.

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## **LOYOLA SCHOOL OF LAW LIBRARY**

*Student Employee Manager and Library Assistant for Access Services; October 2018 - Present*

- Sole hiring manager for student staffing; duties include schedule management, professional development, and keeping students apprised of changing library policies throughout the course of the academic year
- Interlibrary Loan Specialist- facilitate the exchange of materials with non-Loyola libraries using Illiad and OCLC system
- Adapted and enforced policies and procedures for access services

## **ORLAND PARK PUBLIC LIBRARY**

*Outreach Services Assistant; May 2015 - Present*

- Managed, cataloged, and maintained the library's collection of over 350 historical NASA artifacts
  - Worked with the NASA Marshall Space Flight Center coordinating the acquisition, delivery, and installation of the C.L.E.O. exhibit for a year-long display
  - Organized and managed circulation of materials from within the Outreach Services private collection
  - Delivered Outreach library materials to home and nursing home bound library patrons and senior community centers
  - Coordinated publication and distribution of advertisements for library programs
  - Programmed and booked musical performances, lectures, and presentations for library patrons, including coordination of multiple schedules and budgetary considerations.
  - Curated content for a monthly display of local art, as well as display cases with similarly rotating collections
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## **EDUCATION**

AMOS ALONZO STAGG HIGH SCHOOL, PALOS HILLS, IL

*High School Diploma, May 2009*

LOYOLA UNIVERSITY CHICAGO, IL

*BA in English, Creative Writing, May 2013*

## **ADDITIONAL SKILLS**

- Extensive skills and experience in communication by email, over the phone, and in person
- Experience working collaborative with a team in both support and leadership capacities
- Confident in all computer skills, including basic software maintenance and hardware installation
- Expert in Microsoft Office Suite and equivalent applications (Prezi, Google Docs/Slides/Sheets, etc.)