

SOPHIE TESSIER

CONTACT

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- 📍 47 N Sitgreaves St, Easton PA, 18042

SKILLS

- Polaris Integrated Library System
- Evergreen Integrated Library System
- LibGuides
- LibCal
- Canva
- Microsoft Office
- Springshare LibCal
- Springshare LibGuides
- Baker & Taylor Titlesource 360
- Google Suite
- Dewey Decimal System
- Slack
- Blackboard
- Gale Databases
- EBSCO Databases
- Proquest Databases
- Library of Congress System
- Slack
- Technology Assistance
- Program Development & Execution
- Social Media Management
- Facebook Business Suite
- TikTok Management
- Book Display Curation
- Reader's Advisory
- Database Training
- Virtual Customer Service
- Community Outreach
- Customer Service
- Positive Attitude
- Teamwork
- Avid Reader
- Attention to Detail
- Problem Solving
- Adaptability
- Organization

PROFILE

Experienced library paraprofessional with a passion for literacy and delivering exceptional service to patrons. Skilled in organization, collection development, and assisting with digital resources. Committed to creating a welcoming environment and fostering positive relationships with library patrons. Technologically proficient and adaptable to evolving library trends. Dedicated to promoting inclusivity and diversity. Reliable team player with strong communication skills and a focus on enhancing the library experience for all patrons.

WORK EXPERIENCE

Library Assistant - Reference & Circulation

2023-Present

Easton Area Public Library

- Register patrons for library cards.
- Perform check-in and check-out procedures.
- Process interlibrary loan requests.
- Run monthly adult programming and schedule using LibCal.
- Perform online database maintenance using LibGuides.
- Design book displays and reader's advisory lists.
- Prepare and mail correspondence regarding lost materials after searching shelves.
- Compile and prepare resources for daily district resource-sharing delivery.

Paraprofessional Librarian - Reference & Circulation

2021-2023

Fort Bend County Libraries - University Branch

- Efficiently opened and closed the branch following county procedures.
- Processed new books and verified the accuracy of item and bibliographic records.
- Curated and maintained book displays.
- Ran and maintained branch Facebook account.
- Effectively assisted patrons with reference inquiries.
- Regularly read and organized shelves to maintain an accessible collection.
- Contributed to collection development by voting on titles after studying factors including professional reviews, circulation statistics, content popularity, and more.
- Submitted and processed interlibrary-loan requests.
- Taught computer classes on a rotating basis.
- Performed weekly AV checks to ensure AV maintenance.
- Assisted with planning and executing adult programming.
- Assisted with planning and executing young adult programming, including young adult book club and advisory council.
- Founded and ran a monthly adult documentary club.
- Trained part-time library assistants.
- Balanced cash register at opening and closing.
- Checked in and out library materials.
- Registered new patrons for library cards.
- Performed reference interviews and reader's advisory.

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EDUCATION

Bachelor of Science in Geography

Pennsylvania State University

2017 - 2021

Laureate of the College of Earth and Mineral Science Academy for Global Experience

Minor in Political Science

Pennsylvania State University

2017 - 2021

ADDITIONAL WORK EXPERIENCE

Front End Associate *Hello Bistro Restaurant*

2019-2020

- Greeted customers in a friendly and welcoming manner.
- Took customer orders accurately and efficiently.
- Provided product recommendations and answered inquiries about menu items.
- Prepared food items according to customer specifications and restaurant standards.
- Operated kitchen equipment safely and effectively.
- Maintained cleanliness and sanitation in food preparation areas.
- Collaborated with team members to ensure timely and accurate order fulfillment.
- Operated cash register and point-of-sale systems.
- Cleared and cleaned tables as needed to maintain a clean and organized dining area.
- Assisted with restocking food supplies and maintaining inventory levels.
- Followed all safety and hygiene protocols, including proper food handling and handwashing.

Research Assistant *Pennsylvania State University*

2018-2019

- Collected bumble bees in various locations, including rural and urban areas, in adverse weather if necessary.
- Set up and maintained field sampling equipment, such as traps or nets.
- Tracked and recorded environmental data, such as temperature, humidity, and floral resources.
- Assisted with habitat assessments and monitoring of nesting sites.
- Used specialized equipment and techniques for pathogen detection and analysis.
- Maintained detailed and accurate records of experimental procedures, data, and observations.
- Assisted with equipment maintenance, calibration, and inventory management.
- Upheld ethical treatment of bumble bees and prioritize their welfare during research activities.

Front End Associate *Giant Food Store*

2014-2018

- Operated cash register and point-of-sale systems.
- Balanced cash drawer at the end of the shift.
- Followed health and safety guidelines, including proper handling of perishable items.
- Assisted the customer service desk with returns or exchanges.
- Assisted with price checks and product inquiries.
- Scanned, packaged, and bagged items promptly and neatly.