

Profile

A hardworking and motivated Library Technician with a versatile skill set pursuing a Librarian Position where I can utilize my ongoing education in the Master of Library Science degree, database and software skills, cataloguing skills, and knowledge around relevant K-12 resources to lead a team of professionals.

Summary of Skills

- Computer literate; proficient in Horizon, Enterprise, Overdrive, HTML & CSS Coding, Web Dewey, Ares, Bookwhere, Canvas, L4U, RACER, Microsoft Office Suite, Sirsi Dynix Symphony, email, and web applications with accurate keyboarding abilities
- Recognize and evaluate problems and effectively contribute to their resolution
- Provide informational advice to patrons and liaise effectively with multiple departments to achieve HWDSB's Mission and Vision
- Perform general office duties including record and file management, mail sorting and data entry using Microsoft Excel
- Promotion of current school Learning Commons on social media outlets
- Eager to recognize and meet client needs with information and reference services in a variety of multimedia formats
- Eager and willing to accept new challenges with the ability to quickly learn and troubleshoot new systems
- Supportive team player with a positive attitude
- 'G' licence with access to a reliable

Administration and Library Technician Experience

Senior Learning Commons Technician: Hamilton Wentworth District School Board, Hamilton, ON 2022- Present

- Responsible for liaising with vendors regarding online resources and platforms such as Overdrive, Gale, Ebsco etc.
- Purchasing online content for class assignments, student requests and materials that fall within the HWDSB's Equity Action Plan, with an anti-oppression and anti-racism lens
- Maintains virtual catalogue webpage using Enterprise and HTML/CSS coding, providing new content each month for students and staff
- Provides training to Learning Commons Staff and Teacher Librarians on Virtual Resources and provides promotional materials from online vendors
- Coordinate tasks and supply back-up to other Senior Learning Commons Technicians

Learning Commons Technician: Hamilton Wentworth District School Board, Hamilton, ON

2017- 2022

- Responsible for amalgamating school collections and closing school libraries
- Completing various projects such as weeding and inventories for school libraries with a team of library technicians
- Liaise with teacher librarians to assist with collection maintenance, acquisitions, and library practices
- Conduct circulation transactions with students and staff
- Assisting with one-to-one iPad rollout for every student in the HWDSB

Coordinator of E-Reserves and the Learning Zone: OCAD University, Toronto, ON

2019 - 2020

- Provided remote delivery of e-reserves for faculty and students in accordance with license agreements and copyright law
- Scanning and processing resource requests with ABBYY FineReader and Adobe Acrobat through learning management software ARES and Canvas
- Supervision of student monitors within the campus Learning Zone
- Promotion of Learning Zone activities, collections and programming on Twitter, Facebook, Instagram and LCD presentations

Library Technician: St. Andrew Elementary School, Oakville, ON

2017 - 2020

- Manage the scheduling of the library for 900+ students and staff
- Responsible for maintaining library budget to resources for the school
- Responsible for collection development, cataloguing resources and maintenance
- Continuously up to date on newest technology for STEAM activities within the school
- Responsible for organizing fundraiser events for resources within the school

Front Desk Assistant: Nustadia Recreation, Hamilton, ON

2016 – 2020

- Answer telephones and coordinate reservations for sports teams, birthday parties and events
- Responsible for updating website and responding to email enquiries
- Respond professionally and efficiently to facility emergencies

Education & Training

Master of Library Science: University of Western Ontario,	2021-Current
Introduction to HTML Coding: Mohawk College	2022-Current
Bachelor of Social Work: Ryerson University, Toronto, ON	2017
Library and Information Technician Diploma: Seneca College, Toronto, ON	2012

Additional Experience

Text Service Crisis Responder: Kids Help Phone	(Volunteer) 2020
Circulation Assistant: Ryerson University, Toronto, ON	2013-2016
Social Work Placement Student: North Hamilton Community Health Centre, Hamilton, ON	2015 – 2016
Museum Collections Assistant: City of Hamilton, Hamilton, ON	2012 – 2015
Go Girls! Group Facilitator: Big Brothers Big Sisters, Toronto, ON	(Volunteer) 2014 – 2015
Childcare Assistant: Paradise Corner Children's Centre, Hamilton, ON	2011 – 2012
