

CONTACT INFORMATION

Mrs Piper Clark
81, Alexander Road,
New York, New York, 10538,
United States
(555)-555-0118
example+p.clark@1001sampleresumes.com

WORKING EXPERIENCE

Koma Group

New York, New York
July 2017 - January 2020

Library Director

- Collected and organized books, pamphlets, manuscripts, and other materials in specific fields, such as rare books, genealogy, or music.
- Assembled and arranged display materials.
- Planned and participated in fundraising drives.
- Provided input into the architectural planning of library facilities.
- Completed minor repairs and cleaning of library resources, equipment, and facilities, such as dusting and fixing printer paper jams.

Jatonica Group

New York, New York
July 2015 - July 2017

Library Director

- Responded to customer complaints, taking action as necessary.
- Explained use of library facilities, resources, equipment, and services, and provided information about library policies.
- Developed, maintained, and troubleshoot information access aids, such as databases, annotated bibliographies, web pages, electronic pathfinders, software programs, and online tutorials.
- Engaged in professional development activities, such as taking continuing education classes and attending or participating in conferences, workshops, professional meetings, and associations.
- Analyzed patrons' requests to determine needed information, and assisted in furnishing or locating that information.

Fiarodo

New York, New York
January 2014 - July 2015

Library Director

- Designed information storage and retrieval systems, and developed procedures for collecting, organizing, interpreting, and classifying information.
- Kept up to date records of circulation and materials, maintained inventory, and corrected cataloging errors.
- Arranged for inter library loans of materials not available in a particular library.
- Authored or published professional articles, internal documents, and instructional materials.
- Planned and participated in fundraising drives.

EDUCATIONAL QUALIFICATION

Master's Degree

Management Studies
Fairstead University
New York, New York
April 2010 - October 2013

SKILLS

- Understanding written sentences and paragraphs in work related documents.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Communicating effectively in writing as appropriate for the needs of the audience.
- Talking to others to convey information effectively.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

QUALIFICATIONS

- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to speak clearly so others can understand you.
- The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- The ability to identify and understand the speech of another person.
- The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).