**Librarian Resume Sample 2**

**James McEntire**  
456 Seaside Street, Raleigh, North Carolina 26324  
*jmcentire@email.com*  
741-896-5412

**A. Summary**

Experienced reference librarian with 10 years of library operations experience. Demonstrated abilities as a cataloger, manager, and reference retrieval. Pride myself on the ability to utilize my organizational abilities to help run the library in an efficient and patron-friendly manner. Capable of interacting with patrons from a variety of backgrounds and literary capabilities. Looking for a workplace that will allow me to further cultivate my love of reading, as well as teach me new and relevant librarian skills.

**B. Working Experience**

**April/2013 – May/2015 – Raleigh Downtown Library, Raleigh, North Carolina**

**Responsibilities:**

* Track all multimedia and print materials that are checked in and out
* Call and write to patrons to let them know that materials are overdue
* Assist patrons with reference questions
* Guide patrons in their use of library technology, including photocopier and multimedia equipment
* Order new books for the library's collection

**Achievements:**

* Direct the library's technology outreach program
* Organize and direct the historical outreach program with the local schools

**March/2008 – March/2013 – Northwest Raleigh Public Library, Raleigh, North Carolina**

**Responsibilities:**

* Suggest new materials for the library's collection based upon patron's preferences
* Assist patrons with both print and online reference materials
* Prepare weekly reports on how to improve the daily circulation needs of our patrons
* Assist the genealogy staff with their research duties
* Prepare monthly display cases to highlight new materials

**Achievements:**

* Developed a web-based guide for the children's section
* Oversaw a group of 5 library interns
* Supervised support staff

**C. Education and Academic Training**

Microsoft Office Specialist Certification, Wayne Tech University, Raleigh, North Carolina, 2018  
Master of Library and Information Science, University of North Carolina, Raleigh, North Carolina, 2000  
Bachelor of Arts in History, Raleigh State University, Raleigh, North Carolina, 1996

**D. Job Related Skills**

* Interlibrary loan experience
* Experience in book acquisitions
* Skilled in OPALS (Open-source Automated Library System)
* Book preservation techniques
* Collection management experience

**E. General Skills**

* Knowledgeable in Microsoft Word and related applications
* Interpersonal communication skills
* Extremely fluent in both written and verbal Spanish and English
* Highly professional and enthusiastic about my job
* Used to working both independently and as part of a team