



Juan Ruiz

Library Assistant

Organized teen seeking part-time library assistant role to utilize cataloging and customer-service skills.

CONTACT

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-  City, ST 12345

KEY SKILLS

- Cataloging
- Customer service
- Time management
- Research assistance
- Written communication

EXPERIENCE

October 2021 - Present

Library Volunteer, City Public Library

- Catalog and shelve 1,000+ items monthly, improving retrieval times by 25%.
- Assist patrons with catalog searches and printing services.

September 2022 - May 2023

Peer Tutor, Writing Center | City High School

- Help students (grades 9–12) structure essays and citations.
- Developed quick-reference guides that reduced appointment lengths by 15%.

EDUCATION

High School Diploma (expected June 2025)

City High School, City, State