LK

Laura King

Library Circulation Assistant

Library circulation professional with a Library Support Staff Certification and 6 years of experience across three public library systems, skilled in Dewey Decimal Classification, Microsoft Excel, and OPAC Search and Navigation. Organized 19 community events over 14 months at the current branch while generating $3,760 in annual revenue by promoting offerings at the circulation desk and during those events. Processes an average of 410 items per day and manages reserve and hold workflows, cash handling, and patron account reconciliation.

CONTACT INFORMATION

(765) 555-0111

callum.fujita@example.com

Crawfordsville, IN 12345

KEY SKILLS

- OPAC Search and Navigation
- Dewey Decimal Classification
- Microsoft Excel
- Microsoft Office
- Barcode Scanning
- Circulation Desk Operations
- Reserve and Hold Management
- Event Coordination
- Cash Handling and Reconciliation

PROFESSIONAL EXPERIENCE

LIBRARY CIRCULATION ASSISTANT | WABASH CREEK PUBLIC LIBRARY, CRAWFORDSVILLE, IN
2023 – PRESENT

- Generated $3,760 in annual revenue from printing, copying, and meeting room rental services by promoting offerings at the circulation desk and during 19 community events.
- Organized 19 community events over 14 months, including author talks and literacy workshops, drawing an average of 34 attendees per session.
- Collected $1,640 per month in fines and fees by reconciling accounts in Microsoft Excel and following up on overdue notices within 48 hours.
- Sorted and returned an average of 410 items per day to correct shelving locations using Dewey Decimal Classification.

LIBRARY AIDE | SUGAR CREEK DISTRICT LIBRARY, GREENCASTLE, IN
2021 – 2023

- Helped run 28 community events across two years, including summer reading kickoffs and craft programs for children aged 5 to 12.
- Collected an average of $872 per month in fines and replacement fees, keeping cash drawer variances under $1.30 per shift.
- Managed reserve materials for 3 reading groups, placing holds, checking items in and out, and removing 140 outdated titles per quarter.
- Answered phones, sorted incoming mail, and processed photocopying requests, handling up to 65 service interactions per day.

LIBRARY CLERK | RACCOON VALLEY COMMUNITY LIBRARY, DANVILLE, IN
2020 – 2021

- Filed and typed correspondence, prepared outgoing mailings, and maintained patron records using Microsoft Office for a branch serving 8,200 cardholders.
- Processed items for delivery, scanning and packing an average of 37 items per day for interlibrary transit.
- Answered front-desk questions about printers, copiers, and public computer sign-up, helping about 40 patrons per shift.

EDUCATION

Associate of Arts in Liberal Arts
Ivy Tech Community College, Indianapolis, IN | 2018 – 2020

CERTIFICATIONS

Library Support Staff Certification, American Library Association-Allied Professional Association, 2022