Dorothy Martinez

Library Page

Library page and shelver with 3 years of experience in public library circulation, shelving, and patron services using Dewey Decimal Classification and OPAC systems. Rated 4.7 out of 5.0 by patrons on quarterly comment cards. Skilled in shelf reading, barcode scanner operation, audio-visual equipment setup, and Microsoft Office data entry.

Grinnell, IA 12345

(641) 555-0118

paige.velasquez@example.com

KEY SKILLS

- Dewey Decimal Classification
- OPAC
- Microsoft Office
- Barcode scanner operation
- Circulation procedures
- Shelf reading and inventory
- Patron services
- Audio-visual equipment

PROFESSIONAL EXPERIENCE

LIBRARY PAGE | POWESHIEK CREEK PUBLIC LIBRARY, GRINNELL, IA
2024 – PRESENT

- Shelve 163 books, DVDs, and periodicals daily across 4 floors using Dewey Decimal Classification, completing each cart in under 25 minutes.
- Answer 38 patron inquiries per shift by locating titles in the OPAC, directing visitors to study rooms, and explaining borrowing policies.
- Maintained a 4.7 out of 5.0 patron satisfaction score on quarterly comment cards by greeting visitors, clarifying hold pickup procedures, and resolving account questions in under 3 minutes.
- Open the building 3 mornings per week, powering on 14 public computers and audio-visual equipment and verifying that printers and copiers are loaded and operational.

LIBRARY SHELVER | JASPER RIDGE COMMUNITY LIBRARY, KELLOGG, IA
2023 – 2024

- Lent, reserved, and collected books and periodicals at the circulation desk, checking in an average of 94 returned items per hour during after-school rushes.
- Responded to 24 patron questions daily, helping visitors locate materials, reserve meeting rooms, and use self-checkout stations.
- Registered new patrons and issued borrower identification cards, entering records into Microsoft Office spreadsheets with zero data-entry errors over 9 months.

EDUCATION

- AA in Fine Arts
  Iowa Central Community College, Fort Dodge, IA | 2021 – 2023