

Lisa Jackson

Library Assistant

Library professional with 6 years of experience across circulation, cataloging, and patron services in public library settings. Processes 214 patron transactions per shift while managing new card registrations, reference assistance, and staff onboarding, using tools including the OPAC, ILS, and Dewey Decimal Classification systems.

CONTACT INFORMATION

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Abilene, KS 12345

EDUCATION

Associate of Arts Humanities and Fine Arts
Cloud County Community College,
Concordia, KS
2018 – 2020

KEY SKILLS

- OPAC
- Dewey Decimal Classification
- Barcode scanning
- Microsoft Excel
- ILS administration
- Patron registration
- Collection processing
- Reference assistance
- Audio-visual equipment operation
- Circulation procedures

PROFESSIONAL EXPERIENCE

- Library Assistant, Smoky Hill Public Library, Abilene, KS
  2022 – Present
  - Process 214 patron transactions per shift, including checkouts, returns, renewals, and account updates, using barcode scanners and the OPAC.
  - Onboard 4 new staff members annually on desk workflows, Dewey Decimal Classification shelving, and OPAC navigation, cutting ramp-up time from 12 days to 7 days.
  - Issue an average of 73 new library cards monthly by verifying residency documents and entering patron data into the ILS.
  - Show patrons how to search the catalog and databases and use reference sources, guiding an average of 46 visitors per day through search techniques.
- Library Aide, Dickinson County Branch Library, Chapman, KS
  2021 – 2022
  - Processed 147 patron transactions per shift at the circulation desk, scanning items and updating borrower records in Microsoft Excel.
  - Issued an average of 41 new library cards per month, entering patron information and printing cards within 3 minutes per registration.
  - Located library materials for patrons, including books, periodicals, audiobooks, and large-print volumes, fulfilling 29 requests per day.
- Library Clerk, Solomon Valley Community Library, Solomon, KS
  2020 – 2021
  - Processed new materials including books, DVDs, and audiobooks, cataloging 58 items per week with correct call numbers.
  - Trained 2 new staff members on daily opening procedures and patron account management over a 5-day orientation schedule.
  - Issued 34 new library cards monthly while maintaining accurate patron records using Microsoft Office.