

JOHN SMITH

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EDUCATION

Simmons College, Boston, MA

Master of Science in Library and Information Science, anticipated May 2010

University of Boston, Boston, MA

Bachelor of Arts in Education, 2003

LIBRARY EXPERIENCE

Simmons College, Boston, MA

2009 - Present

Student Library Assistant

- Deliver responsive customer service by researching and answering patrons questions in a timely manner, and quickly processing book check-in/check-out
- Process reserve items in high volume environment, including expediting rush orders for professors
- Selected as one of three students to communicate library's procedures to new students during first-time visits to library
- Instruct new student volunteers in customer service skills and department procedures
- Reorganized and reclassified stored documents, including photos, newspapers and special periodicals. Completed unique project ahead of schedule
- Commended by librarian for enthusiasm, professionalism, and ability to quickly learn new tasks

RELATED EXPERIENCE

Boston Elementary School, Boston, MA

2003-2007

Elementary Teacher

- Designed engaging and creative lesson plans that align with Massachusetts Frameworks
- Modified curriculum significantly in general education setting by creating appropriate age and ability level materials, such as worksheets and books for repetitious use
- Conferred with parents on students' classroom behavior and ways to reinforce new skills at home
- Recognized by supervisor for quickly building excellent student rapport and the ability to motivate and engage students

TECHNICAL SKILLS

Platforms: Microsoft Windows Office Suite, Mac OS

Tools/Databases: Dialog, Factiva, Lexis Nexis, Web 2.0 technologies, (blogs, wikis, RSS, Delicious, Digg, Twitter, Facebook, LinkedIn) Innovative Millennium

Languages: MARC, Dreamweaver, HTML, LC, Dewey

PROFESSIONAL AFFILIATIONS

American Library Association, Member, 2008 - Present