

Raheem Richardson

Philadelphia, PA | (123) 456-7890 | email@example.com | LinkedIn | Portfolio

Profile

- A head librarian with seven years of experience specializing in collection management, library science, and research. A proven track record of managing and developing collections for a premier public library with over 9,000 materials.

Education

- Bachelor of Science (B.S.) in Library Science | DREXEL UNIVERSITY, Philadelphia, PA | June 2017

Certifications

- Professional Librarian Certification, State of Pennsylvania | 2017

Key Skills

- Library science
- Collection management
- Database management
- Teaching
- Research

Professional Experience

HEAD LIBRARIAN | PHILADELPHIA PUBLIC LIBRARY, PHILADELPHIA, PA | OCTOBER 2020 – PRESENT

- Manage a collection of over 9,000 library materials, oversee a \$300,000 annual operating budget, and identify opportunities to enhance ease of access for library users, resulting in a 20% increase in patron satisfaction
- Lead the development of the library's collection, securing over 1,000 new acquisitions in alignment with contemporary trends and user needs
- Provide exceptional support to patrons and deliver information literacy training sessions to over 500 users regarding research and library technology

ASSISTANT LIBRARIAN | PHILADELPHIA PUBLIC LIBRARY, PHILADELPHIA, PA | JUNE 2017 – OCTOBER 2020

- Collaborated with the head librarian in cataloging and classifying library materials and driving collection development efforts, resulting in over 1,500 new print and digital books
- Supported library patrons in locating materials, obtaining resources, and utilizing library technology, contributing to an 88% satisfaction rating on patron surveys