

Anthony Gentile

Detroit, MI | (123) 456-7890 | email@example.com | LinkedIn | Portfolio

Profile

- A library clerk with three years of experience specializing in event planning, collection management, and academic research. Adept at collaborating with librarians and faculty to execute university events and manage diverse library collections.

Education

- Bachelor of Science (B.S.) in Library Science | UNIVERSITY OF MICHIGAN, Ann Arbor, MI | June 2021

Certifications

- Professional Librarian Certification, State of Washington | 2021

Key Skills

- Operations management
- Library technology
- Academic research
- Collection management
- Event coordination

Professional Experience

LIBRARY CLERK, ROBERTSON COLLEGE | DETROIT, MI | SEPTEMBER 2022 – PRESENT

- Coordinate with the librarian to manage daily operations for a college library with 7,000 print and digital materials, including cataloging and collection development activities
- Support students and faculty in locating library materials, performing research, and utilizing library technology
- Deliver logistical support for university events, including exhibitions, art shows, guest speaker engagements, and award ceremonies

LIBRARY CLERK | ADDINGTON HIGH SCHOOL, DETROIT, MI | JUNE 2021 – SEPTEMBER 2022

- Deliver support to the head librarian in cataloging and processing new materials, expanding collections, and performing routine maintenance
- Support high school students in utilizing education technology, locating materials, and performing academic research