

# Lily Anderson

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Portland, OR | (123) 456-7890 | email@example.com | LinkedIn | Portfolio

## Profile

- A dedicated library technician with five years of experience specializing in cataloging, information retrieval, and library management. Adept at utilizing integrated library systems (ILS) to maintain collections, assist patrons with research, and support library staff in improving operational efficiency. Proven ability to manage technical services and ensure seamless user experiences.

## Education

- Associate of Applied Science (A.A.S.) in Library and Information Science | PORTLAND COMMUNITY COLLEGE, Portland, OR | May 2018

## Certifications

- Certified Library Technician, American Library Association | 2019

## Key Skills

- Integrated library systems (ILS)
- Cataloging and classification
- Collection development
- Information retrieval
- Research assistance
- Library management software
- User support and education
- Digital resource management

## Professional Experience

### **LIBRARY TECHNICIAN | WESTPORT PUBLIC LIBRARY, PORTLAND, OR | MAY 2020 – PRESENT**

- Manage daily library operations, including cataloging, circulation, and digital resource management, to support a collection of over 15,000 items
- Assist library patrons in navigating digital and physical collections, performing academic research, and utilizing library databases
- Implement data entry protocols for new materials in the Integrated Library System (ILS), ensuring accurate cataloging and efficient retrieval of resources
- Collaborate with librarians to improve library services, including developing and launching a new digital resource access program, increasing digital circulation by 40%

### **LIBRARY ASSISTANT | PORTLAND COMMUNITY COLLEGE LIBRARY, PORTLAND, OR | JUNE 2018 – MAY 2020**

- Provided technical support for library management, including shelving, cataloging, and processing materials in a 10,000-volume collection
- Assisted in the training of new staff members on library policies and procedures, ensuring compliance with institutional and state regulations
- Supported students and faculty in accessing academic resources, performing database searches, and utilizing library technology