

# **JANE DOE**

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**Somewhere, CA**

**111-555-5555**

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## **OBJECTIVE**

Obtain a position as a researcher or librarian in a legal setting. I have over 12 years experience in law libraries and research in all types of reference questions, including intellectual property, business, medicine, pharmaceuticals, electronics and technology.

## **LIBRARY SKILLS**

All aspects of library management and delivery of reference support services

- Research and reference expertise in: law, business, company and industry information, intellectual property, medicine, technology, science
- Training & support: train attorneys and staff in database use and other research skills; develop user guides and other documentation; provide library orientation for new employees; support continuing education by offering self-study options and training programs
- Vendor relations: manage ongoing relationships and conduct contract negotiations
- Budgeting: create budgets and monitor expenses; analyze database use and costs
- Collection development: establish and manage electronic and print resources; evaluate new research products in all formats; work with users for systematic subject holdings reviews
- Internet: develop and maintain Web content for the library and office
- Project management: implement new software programs, including SydneyPlus and Sharepoint
- Cataloging: original and copy cataloging of print and electronic resources; establish Firm standards
- Technical support: inter-library loan and document retrieval, acquisitions, circulation, serials check-in, loose-leaf filing, shelving, shifting books
- Collection management: move, reorganize, establish, and close library collections in existing and new locations
- Ability to multi-task and set priorities; self-starter; ability to work independently and on teams

## **DATABASES**

Expertise in searching legal, business and technical databases, including Lexis, Westlaw, Courtlink, Dialog, PACER, LivEdgar, 10K Wizard, Securities Mosaic, Hoovers, Accurint, STN, Questel, Delphion.

## **COMPUTER SKILLS**

- Microsoft Office programs
- SydneyPlus integrated library system
- OneLog electronic resource management software
- Sharepoint web content program
- Adobe Acrobat (full Standard program)

## **EMPLOYMENT**

Reference Librarian

Academic Law Library, San Francisco, 2008 – current

Library Manager

International Law Firm, San Francisco & San Diego offices, 1994 – 2008

## **EDUCATION**

M.L.I.S. University of California, Berkeley

J.D. University of Santa Clara

B.A. University of California, Berkeley  
Major: English Minor: History

## **PROFESSIONAL MEMBERSHIPS**

State Bar of California (inactive)

American Association of Law Libraries (AALL)

Northern California Association of Law Libraries (NOCALL)

BayNet (library association)

California Library Association (Supporting member)

Special Library Association (SLA)