

RECENT GRADUATE

000 Lois Lane • Smalltown, CA 90000
Phone: 111-111-1111
myemail@nowhere.com

Objective

I am highly motivated in a position that will be challenging and require a creative, problem-solving attitude. My interests are in research and data/information management to provide solutions and new developments in social technology.

Education

University of California, Santa Cruz (B.A., 2008)

Bachelor of Arts, Anthropology, emphasis in cultural studies

Bachelor of Arts, Pre- and Early-Modern Literature

Governor's Scholarship Recipient (2006-2007), Caldwell Merit Scholarship Recipient (2004-2005)

Work Experience

LIBRARY ASSISTANT, *CityPublic Library, City, CA* (Jan. 2012-Aug. 2012)

- Led circulation at a five-branch integrated library system employing Horizon/SIRSI Dynix software, processing new books, routing incoming delivery, general customer service and technology assistance, resolving outstanding patron balances and taking payments, occasional reference backup
- Processed confidential patron records and disposed of paperwork accordingly
- Independently managed inventory projects by pulling requests, weeding stacks, changing status of items, and creating trace reports to locate missing items or fix inconsistencies with materials status
- Reconciled money transactions, data entry, balance register, and made deposits; collated records for accounts
- Helped train new clerks and volunteers on library procedures and policies, designated daily duties and prioritized specific projects such as shelving or withdrawing materials

CURATOR INTERN, *Government Agency, Washington, DC* (Sept. 2011-Dec. 2011)

- Catalogued official and private photographs of events at the Government Agency in spreadsheet database and in hard copy for cross referencing
- Managed events and archival photography database through research of Agency records, correspondence with dignitaries, agency employees, and reporters, and handling of sensitive documents
- Served as the Agency's liaison with the public by providing general and historical information about the Agency
- Arranged and led tours for the public, guests, and local and foreign government officials

BOOKSELLER, *Independent Bookstore, Washington, DC* (Oct. 2010-Dec. 2010)

- Met customer needs by locating titles, processing book reservations, and suggesting books or authors in general fiction, religion, health, history, politics and education
- Handled cash transactions and balanced register to minimize loss
- Met weekly sales goals

RESEARCH ASSISTANT, *UCSC Film & Digital Media, Santa Cruz, CA* (Sept. 2006-June 2007)

- Conducted internet, archival, and library research for Professor XYZ, specializing in the impact of the Internet on media
- Secured images and copyrights for manuscript project

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TECHNOLOGY ASSISTANT, *UCSC Media Services, Santa Cruz, CA* (Oct. 2005-June 2006)

- Troubleshoot hardware issues for university faculty and students on audio and visual equipment such as PC and Mac computers; sound systems with microphones, sub-woofers, amps, and speakers; digital and slide projectors; cameras, video camcorders, tape and voice recorders
- Staffed the front desk by answering phones and help line, checking equipment in and out of Filemaker database, scheduling equipment rentals for future events, and providing maintenance