

LIBRARY AIDE (FULL-TIME)

Professional Summary

High school graduate of June 2008, accepted by Broward County as an intern within the aviation department; undergoing practical training, experiencing what it is actually like working within the aviation/airport industry for a least a year henceforth, resulting into a Proactive Library Aide (full-time) with seven years' of relevant hands on experience in diverse office settings and exceptional people skills. Versed in excellent multi-tasking, communication and presentation skills subsequent, to extraordinary computer ingenuity.

A self-motivated, energetic ,extremely organized and responsible individual, fluent in English with admirable writing and oral skills also, capable to work with deadlines moreover, a very hard working, and dynamic, team player with high hopes in filling the front desk administrative/recruiter position!

Core Qualifications

- excellent communication skills
- Client-focused
- exceptional telephone etiquette
- File/records maintenance
- Microsoft Office
- Computer proficient
- Excel in customer service
- Ability to multi-task
- Work well independently with limited supervision
- Ability to take directions well
- Ability to prioritize and remain focused on the essence of an issue
- Proficient at learning new concepts
- Exhibits self-motivation and a positive attitude
- Adapts well to changing conditions

Experience

Library Aide (full-time)

June 2009 to Current Company Name i¼ City , State

- Responsibilities include assisting customers at the circulation desk by answer questions, identifying their service needs, checking out, renewing, and checking-in materials, issuing and updating library cards and customer accounts, processing cash transactions for fines and fees, printing and bus passes. Resolves a variety of problems/issues from the public in order to maximize the efficiency/effectiveness of circulation department or service provided.
- renew materials and also answer questions concerning accounts over the phone.
- discharge and sort returned materials, pack and unpack deliveries of books and audio-visual items sent to and from other branches.
- responsible for shelving a specific section of books in the library located in the 700-759.99 which include a variety of subjects ranging from fiction to arts and crafts.
- responsible from searching for claims return items and from time to time tracer and router.
- Created and managed an Excel document to allow out- of systems items to be efficiently accounted for
- Route out-of-system book back to there proper location/ owing branch
- devoted, enthusiastic,energetic member of the spirit committee in which help coordinate a variety of activities and programs within our division.

Voting System Technician (VST)

November 2014 to November 2014 Company Name i¼ City , State

- responsible for setting up the ADA iVotronic unit and the DS200 optical scanner
- responsible for and trained to open, troubleshoot, and close the equipment on Election Day.
- instruct the voter how to insert the ballot into the optical scanner, and assists the visually impaired voter how to insert their ballot into the optical scanner, and assist the visually impaired voter with the execution of an audio ballot.
- The Friday before the Election all VSTs will be required to report to the Regional Site to pick up their materials for Election Day. They will make contact with the clerk to set up the precinct. Election night, specific materials must be returned by the VST back to the Regional Site.

Public Service Intern

June 2008 to April 2009 Company Name i¼ City , State

Performed administrative and office support activities for multiple supervisors. Duties include answering telephone calls, receiving and directing visitors, word processing, and filing. Extensive software skills are required, as well as Internet research abilities and strong communication skills.

- Performed copying and filing duties
- Assisted supervisor with projects
- Assisted with archiving county records
- Assisted with creating the annual maintenance budget

- Assisted with payroll preparation
- Created and maintained tables and spreadsheets to track a variety of maintenance activities
- Greeted visitors, answered questions, and provided directions
- Answered multi-line telephone, routed calls, and took accurate messages
- Assisted staff in reception area
- Sorted mail, and photocopied documents for service coordinators
- Distributed incoming mail and processed outgoing mail
- Presented ideas both orally and in writing
- Learned and used various computer programs and other information technology
- Learned the value of hard work and persistence
- Devised means of dealing with extra stress associated with multiple demands
- Encourages effective teamwork
- Met the needs of both the organization and the employees when possible
- Researched, investigated, and compiled information
- Identified and combined a variety of resource materials into final copy
- Demonstrated convincing public speaking

Culinary Arts

August 2007 to June 2008 Company Name i¼ City , State

Skillfully preparing meals that are pleasing to the palate as to the eye, having knowledge of the science of food and understanding diet and nutrition.

- Knife skills
- Nutrition
- Food safety and sanitation
- Baking principles
- Cooking methods
- Food service purchasing
- Restaurant operations
- Execution of basic food preparation Taste, Proper Seasoning, and Consistency)
- Presentation
- Degree of doneness/ Proper Cooking
- Provided Sensational service while working under pressure within a given time frame

Women of Tomorrow (W.O.T) Mentor Group

October 2004 to June 2008 Company Name i¼ City , State

Mentor & Scholarship program that inspires, motivates, and empowers young women to live up to their full potential through mentoring by highly accomplished professional women and scholarship opportunities.

- Assessed and evaluated situations effectively
- Ensured that tasks were completed on time
- Interpreted rules and regulations
- Used integrity in decision-making
- Expressed ideas and thoughts based on facts
- Instilled self-confidence and self-esteem in others
- Demonstrated flexibility and commitment to change and learning

Hair Stylist

August 2007 to May 2008 Company Name i¼ City , State

- Maintained a comprehensive understanding of the hair care industry and business operations.
- Set goals and follow through
- Quick thinker
- Creative
- Displayed understanding of, and respect for, people from diverse backgrounds
- Listened actively and attentively
- Coordination - Adjusted actions in relation to others' actions.
- Tolerance due to time consuming styles

Education

High School Diploma : Culinary Arts , 2008 McFatter Technical HIGH School i¼ City , State , United States

- Culinary arts certification

Professional Affiliations

Spirit committee Â

The purpose of the SPIRIT Committee is to support, promote, and improve relations between individuals on the team.

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Our goals are to Â

â€¢Support existing programs at South Regional Library

â€¢Provide opportunities for staff and faculty to interact socially

â€¢Provide wellness programming for students, staff, and faculty

Accomplishments

Summer Youth Feeding Program Â

Broward County Libraries, in conjunction with Sisters for Abundant Living, provided free lunch and snacks for children Summer 2014 as part of the Library's Summer Reading Program. A partnership with the Florida Department of Agriculture and Consumer Services' Summer BreakSpot program brought free food to the community's underserved children.

- Generated a series of different activities for entertainment
- served free food to the community 18(yrs) of age and under

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Out of System Books Â

- Created an Excel document to keep track of all books and other materials returned to our branch location accidentally

Documentation Â

- Wrote and edited documents to keep staff informed on policies and procedures and current status of particular items.

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Interests

Skills

Credit, Page