

# Leda Batin

Assistant Librarian

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## Education

**Associate of Arts in Library  
Science at Northeastern State  
University, Tahlequah, OK**

Aug 2016 - May 2021

Relevant Coursework:  
Cataloging and Classification,  
Collection Development,  
Information Sources and  
Services, Library Management,  
Digital Libraries, Library  
Technology, and Research  
Methods.

## Links

[linkedin.com/in/ledabatin](https://www.linkedin.com/in/ledabatin)

## Skills

Cataloging

Reference services

Collection development

Interlibrary loans

Library programming

Digital archiving

OCLC WorldShare

## Languages

English

Indonesian

## Hobbies

## Profile

Dedicated Assistant Librarian with 2 years of experience in providing excellent customer service and managing library resources. Skilled in cataloging, collection development, and research assistance. Proven ability to create a welcoming environment for patrons and effectively maintain library organization. Adept at collaborating with team members to ensure efficient library operations and promote literacy and learning.

## Employment History

**Assistant Librarian at Oklahoma Department of Libraries, OK**

May 2023 - Present

- Managed a collection of over 100,000 print and digital materials, resulting in a 20% increase in circulation and patron satisfaction at the Oklahoma Department of Libraries.
- Implemented a new library management system, streamlining cataloging and circulation processes, reducing staff time spent on administrative tasks by 30%.
- Coordinated 50+ educational and cultural programs annually, attracting over 2,000 participants and increasing community engagement by 25%.
- Assisted in securing \$50,000 in grant funding for library improvements and program expansions, contributing to a 15% growth in library services and resources.

**Library Assistant at Metropolitan Library System, OK**

Aug 2021 - Mar 2023

- Successfully managed the circulation of over 10,000 materials per month, ensuring timely and accurate check-ins and check-outs for library patrons.
- Streamlined the shelving process by implementing a new organization system, reducing mis-shelved materials by 25% and improving the overall efficiency of the library.
- Assisted in updating the library's online catalog, resulting in a 15% increase in usage and improved access to resources for over 50,000 patrons.

## Certificates

**Certified Library Support Staff (CLSS)**

Sep 2021

**Certified School Librarian (CSL)**

Dec 2019

## Memberships

**American Library Association (ALA)**

**Special Libraries Association (SLA)**