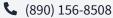
# **Leda Batin**

Assistant Librarian

<u>leda.batin@gmail.com</u>



• 123 Maple St, Oklahoma City, OK 73102

#### 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

## **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)