


Athalia Ceely

Circulation Assistant

Dedicated Circulation Assistant with 1 year of experience in facilitating seamless library operations and providing exceptional customer service. Proficient in managing circulation desk activities, maintaining accurate records, and assisting patrons with diverse needs. Demonstrates strong organizational skills, attention to detail, and adaptability in a fast-paced environment. Committed to fostering a positive and engaging library experience for all users.

athalia.ceely@gmail.com 

(911) 516-0819 

123 Aloha Lane, Honolulu, HI 
96815

Education

Associate of Applied Science in Library and Information Science at University of Hawaii at Manoa, HI

Aug 2017 - May 2022

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

Links

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

Skills

Cataloging



Shelving



Interlibrary Loans



Customer Service



Library Software (e.g., OCLC
WorldShare)



Inventory Management



Digital Archiving



Employment History

Circulation Assistant at Hawaii State Public Library System, HI

Feb 2023 - Present

- Successfully increased library membership by 15% within one year, resulting in over 500 new registered patrons at the Hawaii State Public Library System, through targeted outreach programs and community partnerships.
- Streamlined the circulation process, reducing the average wait time for patrons by 40%, by implementing a more efficient system for checking materials in and out, as well as improving staff training and communication.
- Spearheaded a digital literacy campaign that led to a 25% increase in usage of the library's electronic resources, including e-books and databases, by offering workshops and one-on-one assistance to patrons across all age groups.

Circulation Assistant I at Honolulu Star-Advertiser, HI

Jul 2022 - Dec 2022

- Successfully increased the newspaper's subscriber base by 15% within a year, resulting in an additional 1,500 subscribers and boosting overall revenue for the Honolulu Star-Advertiser.
- Streamlined the circulation department's workflow by implementing a new digital tracking system, reducing the average customer complaint resolution time by 40% and increasing overall customer satisfaction.
- Spearheaded a targeted marketing campaign that led to a 25% increase in weekend edition sales, generating an additional \$50,000 in annual revenue for the Honolulu Star-Advertiser.

Certificates

Certified Circulation Assistant (CCA)

Jun 2022

Library Support Staff Certification (LSSC)

Oct 2020

Memberships

American Library Association (ALA)