

Kate Marchetto

Library Assistant

Profile

Details

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(958) 607-5105

1234 Cherry Lane, Richmond, VA 23223

Detail-oriented Library Assistant with 1 year of experience providing comprehensive support in various library functions, including circulation, cataloging, and research assistance. Adept at fostering a welcoming environment for patrons, ensuring accurate organization of resources, and maintaining library databases. Demonstrates strong communication skills, ability to work in a team, and a commitment to continuous learning and professional development.

Employment History

Library Assistant at Loudoun County Public Library, VA

Apr 2023 - Present

- Successfully managed the circulation desk, handling over 300 daily transactions and ensuring efficient customer service to patrons.
- Developed and implemented a new shelving system that increased accuracy in book location by 40% and reduced mis-shelving incidents by 25%.
- Assisted in the planning and execution of over 50 library programs and events, resulting in a 30% increase in community engagement and library membership.
- Collaborated with a team to create a summer reading program for children, leading to a 20% increase in youth participation and a 15% boost in overall library visits during the summer months.

Library Aide at Fairfax County Public Library, VA

Aug 2022 - Mar 2023

- Successfully managed the circulation of over 10,000 books and materials per month, ensuring efficient and accurate check-in and check-out processes for patrons at Fairfax County Public Library.
 - Developed and implemented a new shelving system that increased efficiency by 25%, enabling staff to shelve returned materials more quickly and maintain a well-organized library space for patrons.
 - Coordinated and executed 50+ community outreach and educational events annually, resulting in a 30% increase in library membership and fostering positive relationships with local schools and organizations.
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Education

Associate of Applied Science in Library and Information Technology at Northern Virginia Community College, VA

Aug 2017 - May 2022

Relevant Coursework: Library Management, Information Literacy, Cataloging and Classification, Library Technologies, Collection Development, Reference Services, Library Programming, and Digital Media Management.
