




# Samantha Hill

Library Assistant

## CONTACT

-  (313) 555-7812
-  samantha.hill@gmail.com
-  United States, Detroit, MI

## EDUCATION


### Associate Degree in Library Technology

Wayne County Community College District, Graduated: May 2017

### Certifications

- Library Support Staff Certification (ALA)* – August 2022
- Basic Reference and Information Services Certificate (InfoPeople)* – June 2021

## AWARDS

-  “Outstanding Public Service Award” – Detroit Library Staff Recognition, 2022

## PROFESSIONAL SUMMARY

Energetic and personable Library Assistant with over 8 years of experience supporting patrons and maintaining collections at busy public branches. Skilled in customer service, circulation systems, and community programming.

## EXPERIENCE

### Library Assistant 2019 – Now Detroit Public Library, Main Branch, MI

- Assist patrons with locating books, using public computers, and accessing digital resources.
- Organize weekly storytime sessions and literacy workshops for various age groups.
- Maintain circulation desk operations including check-in/out, overdue fines, and issuing library cards.
- Process interlibrary loan requests and prepare materials for shipment.

### Library Page 2017 – 2019 Dearborn Public Library

- Shelved materials accurately by Dewey Decimal system and maintained organization of collections.
- Helped staff with cataloging, book repair, and inventory tasks.
- Provided tech assistance to patrons using self-checkout kiosks.

## SKILLS

Polaris and SirsiDynix ILS proficiency	★★★★★
Reference and reader’s advisory	★★★★★
Event coordination and programming	★★★★★
Diverse patron communication	★★★★★
Basic Spanish (conversational)	★★★★★