

# 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)

