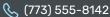
Jasmine Reyes

Library Assistant



CONTACT



igasmine.reyes@depaul.edu





😭 EDUCATION

Bachelor of Arts in English Literature

DePaul University | Chicago, IL

- · Expected Graduation: Jun 2026
- GPA: 3.8 | Honors Program

Digital Literacy Certification

2025

CPR/AED Certified - American Red Cross

2024

Additional Information

Volunteer Tutor

Chicago Youth Center



Conversational French



PROFESSIONAL SUMMARY

Organized and tech-savvy English major at DePaul University with hands-on experience in library systems and patron services. Proficient in digital catalog management, shelving logistics, and academic support.



EXPERIENCE

Library Assistant

2024 - Now

DePaul University Richardson Library, Chicago, IL

- · Deliver responsive customer service to students and faculty, resolving account issues, answering reference queries, and managing daily checkouts and returns.
- · Update library databases to reflect newly acquired resources, remove outdated records, and ensure accurate tagging of academic materials.
- · Supervise periodical and archival sections, organizing collections by category and maintaining proper preservation practices.
- · Mentor new student hires and provide walkthroughs of catalog systems, task lists, and customer interaction protocols.



SKILLS

Dewey Decimal Classification	****
Alma/Ex Libris Library System	****
Customer Service	****
Digital Catalog Management	****
Book Repair & Shelving	****
Reference Support	****
Organization	****
Inventory Tracking	****
Multitasking	****
Filing & Archiving	****