

Jasmine Reyes

Library Assistant

CONTACT

(773) 555-8142
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Chicago, IL

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

LANGUAGES

- 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- Update library databases to reflect newly acquired resources, remove outdated records, and ensure accurate tagging of academic materials.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	★★★★★