Librarian Resume Sample

Your Full Name

Sender’s Mailing Address

Sender’s Phone Numbers

Sender’s Email Address

**Career Profile**

Dedicated library manager with a natural love for book reading, recognized for being exceptionally organized, committed and personal with clients.

**Objective statement**

Looking forward to work as a librarian, with the prospect of utilizing my 6+ years of experience in managing and maintaining databases as well as accounting /spreadsheet related computer literacy for effectively managing the library.

**Professional Experience**

Librarian

Community school [location] 2008-2014

Fulfilled the needs of the readers apropos any book or knowledge from database also assisted them in locating the database.

**Performance Highlights**

* Documented proper record of books issued to readers as per current date, date for return and fine on overdue books.
* Supervised the budget and cost for augmentation of library, with arrival of new books; made arrangement for new racks.
* Classified books and categorized them according to publication houses, authors and releases dates.
* Monitored the items in the library and kept records, removed the outdated item.
* Created shortcut and indexes to ease users’ locating books in the library.
* Established rules and regulations concerning the library to be followed by the readers.

**Education**

Stella Maris College, Chennai

Bachelors of Arts