



Chris Patterson
18 Apple Dr., Ashokena, WA 12345
(XXX) 123-1984, chris.patterson@email.com

PROFILE OF SKILLS

Organizational Skills

- Expanded and updated travel collection to better meet patron needs
- Developed curriculum used by staff for computer tutoring
- Created procedure manuals for library staff
- Worked closely with bookstore owner, community groups, and vendors, to provide a wonderful experience for our customers
- Planned and coordinated press coverage of authors visiting the bookstore

Communication skills

- Provided bibliographic instruction to small and large groups.
- Deliver presentations to library staff and patrons
- Submit written reports to be included in the library annual report.
- Assisted bookstore owner in writing monthly newsletter
- Participated on a panel presentation at a regional library conference

Management Skills

- Provided tutoring for patrons on electronic resources and computer use
- Created and presenting programs on Internet topics for library patrons
- Managed a bookstore with 3 employees reporting
- Improved bookstore morale by creating a productive and fun work environment.
- Increased efficiency of the bookstore by 35% through converting manual ordering processes to computerized operations.

Research and Writing Skills

- Co-Author of two research articles
- Teaching and research assistant for a professor.



WORK HISTORY

8/2008-present **Reference Librarian**, Highwood Heights Public Library, Seattle, WA
5/2009-present **Reference Librarian**, Big City Public Library, (part-time). Seattle, WA
2/ 2008-5/2009. **Reference Librarian**, Internet Public Library, Seattle, WA
11/2005-2/2008 **Evening Shift Supervisor**, Our Town Bookstore, Ashokena, WA
6/2002-10/2005 **Manager**, Our Town Bookstore, Ashokena, WA
9/2000-5/2002 **Writing Tutor**, Basic Writing Laboratory, Los Angeles, CA
4/1998-9/2000 **Youth Counselor**, Westside YMCA, Los Angeles, CA

EDUCATION AND TRAINING

Master of Science in Library and Information Science May 2009, **University Washington**.
Grade point average 3.97 in 4.0 standard
Unique Internet-based and on-campus degree program

Bachelor of Arts in English, Writing Concentration, 2002, Cum Laude
University of California.

PROFESSIONAL ORGANIZATIONS AND ASSOCIATIONS

American Library Association
Washington Library Association
Beta Phi Mu

COMPUTER SKILLS

Experienced with library systems: DRA, SIRSI, Ex Libris
Proficient in Basic HTML and Web authoring tools including Microsoft Front Page and Dreamweaver. Microsoft Office Suite, Microsoft Publisher, Visio, Corel Draw, RoboHelp
Created Web site at <http://thisismywebpage.html>