

Levi Library Science

llibr000@live.kutztown.edu, 555-555-5555

QUALIFICATIONS

- Strong organizational, multi-tasking, presentation and management skills
- Proven success building rapport with a variety of groups, parents and individuals
- Excellent oral and written communication skills
- Proficient in Quick Books Pro, FileMaker Pro, JavaScript, Adobe InDesign and Microsoft Office

EDUCATION

B.S.Ed. Kutztown University of Pennsylvania

Kutztown, PA

Major: Library Science

May 20xx

Minor: Computer Science/Information Technology

GPA: 3.50

Related Courses: Emerging Technologies for Educators, Development of Projected Digital Instructional Resources, Microcomputer Based Systems for the Library, Advanced Visual Basic, Web Programming, Java Programming

TEACHING EXPERIENCE

Reading High School, Reading School District

Reading, PA

Teacher Candidate, Clinical Experience

Spring 20xx

- Taught Library Science to grades 9-12
- Created instructional strategies for differentiated units utilizing interactive SMART Board
- Collaborated with teachers to support PA Standard Aligned System Curriculum Framework

Hamburg High School, Hamburg Area School District

Hamburg, PA

Teacher Candidate, Clinical Experience

Spring 20xx

- Taught 11th and 12th grade lessons focusing on the integration of technology in research
- Assisted in leading monthly class trips to local libraries and resource centers

Brandywine Heights High School, Brandywine Heights Area School District

Topton, PA

Professional Semester Student

Spring 20xx

- Co-taught 9th grade Library Science elective
- Served as advisor for the Brandywine Book Club

RELATED WORK & VOLUNTEER EXPERIENCE

Rohrbach Library, Kutztown University

Kutztown, PA

Library Student Assistant

Fall 20xx-Present

- Process interlibrary loans and operate audiovisual equipment
- Instruct students on proper use of media and equipment
- Answer inquiries regarding library databases, resources and services
- Communicate effectively with large, diverse student populations

Sinking Springs Public Library

Reading, PA

Volunteer

Summer 20xx, Summer 20xx

- Assisted patrons in locating reference sources
- Resolved outstanding patron loans effectively and efficiently
- Organized library materials

HONORS & AWARDS

Dean's List

Fall 20xx- Spring 20xx

Library Science Scholarship

Spring 20xx

Career Success Certificate, Kutztown University Career Development Center

Spring 20xx

Career Exploration Certificate, Kutztown University Career Development Center

Fall 20xx