

ELOISE THORNTON

LIBRARIAN ♦ BOSTON, MA ☎ (617) 555-4718

◦ DETAILS ◦

Boston, MA
(617) 555-4718

eloise.thornton@gmsmail.com

◦ SKILLS ◦

supporting diverse library
function

fundraising

activity and special event
coordination

public relations

community organizations

communicator with multicultural
expertise

bilingual in English and Mandarin
Chinese

providing translation /
interpretation services

Windows, Mac OS, HTML, and
Microsoft Office Suite



PROFILE



Highly dedicated librarian with deep commitment to ensuring alignment of library collections, programs, and services with community needs.



EMPLOYMENT HISTORY

Librarian at Halifax Public Libraries, Halifax, Nova Scotia, Canada

2020 — Present

Provide information and reader advisory services, deliver outstanding patron assistance, and contribute to collection management. Help patrons with book selection, respond to diverse inquiries, and instruct patrons in use of library catalogue / electronic resources. Perform circulation operations, including check-in, check-out, hold processing, shelving / retrieval, and library material maintenance. Organize special collection displays. Coordinate facility preparation for special programs, meetings, and events.

- Received fast-track promotion from Library Assistant to Librarian within first year of employment.
- Leveraged the ReadAlike list to introduce readers to new authors.
- Utilized all library print / electronic resources, including academic library's Novanet catalogue.
- Served as English Language Learning (ELL) Tutor for adult learners and volunteered for community programs, developing lessons to enhance community engagement.

Sales Associate at Old Navy Canada, Inc., Halifax, Nova Scotia, Canada

2014 — 2020

Maintained sales floor and provided outstanding customer-acing service to generate sales and satisfaction. Performed all operations across shipping / receiving, replenishment, sales floor maintenance, cash balancing, and product merchandising.



EDUCATION

Master of Library Information Studies, Dalhousie University, School of Information Management

Master of Administrative Management, Zhengzhou University, School of Public Administration, Zhengzhou, Henan, China

Bachelor of Information Management & Information Systems, Wuhan University of Science & Technology, School of Management, Wuhan, Hubei, China

It Librarian Manual Resume That Work Writing

William McCarthy



It Librarian Manual Resume That Work Writing:

The Librarian's Career Guidebook Priscilla K. Shontz, 2004-11-26 Sage advice and career guidance is offered by sixty four information professionals from diverse positions and workplaces This practical guide addresses a wide variety of career issues The advice is aimed at librarians in various stages of a career prospective librarians M L S students and entry level librarians as well as experienced information professionals Covers Career options Education The job search On the job experience Professional development Essential skills and strategies for enjoying your career *Writing Resumes that Work* Robert R. Newlen, 1998 Accompanying disk contains resume templates The resumes are located in directories corresponding to the appropriate chapter in the book text filenames correspond to sample resumes within that chapter **Librarian's Guide to Writing for Professional Publication** Marta Mestrovic Deyrup, 2018-12-04 Professional publication can take your career to the next level Use this guide to learn the best ways to share your expertise and show commitment to the profession through publishing Even if you re not yet confident about your experience ideas or writing skills more than likely you re ready to consider publishing This practical guide will supply the encouragement and direction for you to effectively communicate using the written word and start publishing which will likely serve to boost your career It explains the difference between traditional and self publishing supplies advice on picking a publisher and working successfully with a publisher and provides useful information on copyright open access publishing and contract signing While geared to all librarians this book also includes text intended specifically for librarians on the tenure track and those who wish to experiment with new media The book supplies writing templates that make it simple to write various types of communication such as a letter to the editor effective emails and memos or compelling letter of recommendation a news release newsletter or feature story and conference proceedings peer reviewed articles technical manuals or brochures You ll also learn how to write a proposal for a book or journal article to submit to a publisher and how to turn your master s thesis or doctoral thesis into a published work Any librarian who is serious about advancing their career will find this an invaluable resource

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students currently in Masters of Library Science program as well as recent recipients of MLS degrees regardless of what kind of work environment they wish to work in The book guides readers through the process of planning a job search step by step Divided into two major sections the student experience and the job search the authors provide critical advice derived from their combined 30 years of real world in the field experience Specific topics include choosing classes gaining practical experience while in school establishing a professional image gaining skills that make applicants more marketable writing effective resumes and cover letters interviewing and negotiating a job offer

Vault Guide to Human Resources Careers Susan D. Strayer, 2005 Get the inside scoop on exciting corporate and entrepreneurship careers in this new Vault guide to human resources offering a detailed account of how HR fits in an organization career paths getting hired education salaries professional development typical HR functions and roles and more

Vault Guide to Top Internships Samer Hamadeh, 2004 This new Vault guide provides detailed information on the internship programs at over 700 companies nationwide from Fortune 500 companies to nonprofits and governmental institutions

Guide to Internet Job Searching 2004-2005 Margaret Riley Dikel, 2004-04-22 The essential guide to finding a job online Simply the best thing in print on the subject of using the Internet in your job search Richard N Bolles author of What Color Is Your Parachute This definitive guide to harnessing the Internet's powerful research capabilities has been thoroughly updated to include the latest online job searching techniques Using Guide to Internet Job Searching 2004 2005 absolutely anyone with access to a computer can immediately conduct a timesaving low cost high impact job search Copublished with the Public Library Association the Guide to Internet Job Searching offers expert advice on how to find and use online bulletin boards job listings recruiter information discussion groups and resumeposting services Its easy to use format and user friendly tone make this an excellent tool for both the experienced surfer and Internet newbie Includes Local state by state government and international resource listings and opportunities Online career resources Specific career path information Reviews of some of the more popular job listing and recruiting websites

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Library Services for Career Planning, Job Searching, and Employment Opportunities Byron Anderson, 2019-12-06 Taking a broad approach from career counselling theory to recommendations of major sources of career and job information this book first published in 1992 covers subjects such as cooperative programs between librarians career planning professionals and job search counsellors and the evaluation of career related materials It emphasizes the constant demand for career and job information regardless of economic conditions Librarians can act as intermediaries to help patrons locate career and employment sources dispersed throughout the collection demonstrate their proper use and guide them to additional useful sources Specific chapters explain how to expand career and job services by networking with other community resources and developing a strong core collection of the best resources available Other ground breaking topics analysed include employment and labour market trends for the 1990s unemployment services in libraries evaluation criteria for career resources essential career planning and employment

materials specialized collections for relocation literature and employment of persons with disabilities **Vault Guide to
Capitol Hill Careers** William McCarthy, 2003 This new Vault guide provides an inside look at the opportunities available in
government public affairs and politics in the nation's capital **Preseparation Guide**, 1994

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