## **ELOISE THORNTON**

LIBRARIAN • BOSTON, MA . (617) 555-4718

#### · DETAILS ·

Boston, MA (617) 555-4718 eloise.thornton@emsmail.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**

Robert R. Newlen

### **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 Information Professional's Guide to Career Development Online Sarah L. Johnson, Rachel Singer Gordon, 2002 This book provides practical advice on using the Internet to research educational and networking opportunities and to keep current through online conferences and discussion lists There is also information on reading and contributing to professional literature applying for scholarships and grants creating an electronic resume and researching prospective employers online Appendices list organizations and publications with an online presence Nesbeitt is reference systems librarian at Maxwell Library Bridgewater State College Gordon is head of computer services at the Franklin Park Public Library She is Webmaster of the library career site Lisjobs com and founding editor of the Info Career Trends electronic newsletter Annotation Library and Information Science Michael F. Bemis, 2014-03-03 This unique copyrighted by Book News Inc Portland OR annotated bibliography is a complete up to date guide to sources of information on library science covering recent books monographs periodicals and websites and selected works of historical importance In addition to compiling an invaluable list of sources Bemis digs deeper examining the strengths and weaknesses of key works A boon to researchers and practitioners alike this bibliography Includes coverage of subjects as diverse and vital as the history of librarianship its development as a profession the ethics of information science cataloging reference work and library architecture Encompasses encyclopedias dictionaries directories photographic surveys statistical publications and numerous electronic sources all categorized by subject Offers appendixes detailing leading professional organizations and publishers of library and information science literature This comprehensive bibliography of English language resources on librarianship the only one of its kind will prove invaluable to scholars students and anyone working in the field LIS Career Sourcebook G. Kim Dority, 2012-10-03 A must have guide of professional development resources for library staff at every phase of their career from those just entering the field to paraprofessionals building a career trajectory to seasoned librarians looking to explore additional career options Thousands of students graduate with a Master of Library and Information Science degree every year Unfortunately budget cuts at libraries diminish available job opportunities and prompt administrators to hire less qualified and less expensive professionals However armed with the right information library science professionals can successfully build and sustain a

resilient library and information science LIS career inside or outside the traditional library setting LIS Career Sourcebook Managing and Maximizing Every Step of Your Career provides a chapter by chapter overview of key career stages and strategies and identifies for each the best information resources to help readers develop a successful LIS career The author lays out the typical stages that workers are likely to encounter as they move through their professional life highlighting important issues associated with each stage and providing insights and resources for making smart career choices along the way Covering the entire career lifespan from entry level to retirement the resources cited will help readers make informed choices about career options professional development and personal career satisfaction **Administering the School Library Media Center** Betty J. Morris, 2010-08-16 This is the most comprehensive textbook on school library administration available now updated to include the latest standards and address new technologies This reference text provides a complete instructional overview of the workings of the library media center from the basics of administration budgeting facilities management organization selection of materials and staffing to explanations on how to promote information literacy and the value of digital tools like blogs wikis and podcasting Since the publication of the fourth edition of Administering the School Library Media Center in 2004 many changes have altered the landscape of school library administration the implementation of NCLB legislation and the revision of AASL standards just to mention two The book is divided into 14 chapters each devoted to a major topic in school library media management This latest edition gives media specialists a roadmap for designing a school library that is functional and intellectually stimulating while leading sources provide guidance for further research **Resume 101** Quentin J. Schultze, 2012-03-06 Minimal job experience No problem You ve just graduated and are ready to land your first real job after college or high school But how do you write the first r sum and cover letter of your career if you don't have any previous jobs to list How do you stand out above the other applicants including people with more experience who are out of work with your summer job at the diner internship at the local paper or spot on the Ultimate Frisbee team Dr Q to the rescue For two decades communication professor Quentin Schultze has been teaching r sum writing to college students and recent graduates helping them identify their strengths and transferable skills from their unique life experiences from extracurriculars to part time jobs to internships to volunteering With R sum 101 you ll discover the secrets to composing strong impressive resumes and cover letters such as What to include when you lack professional experience How to get great references and recommendations Why to use a summary rather than objective statement When to include hobbies travel and technology skills What to do if your GPA isn t sky high Which designs and basic formats work the best Where to find the perfect verbs and adjectives for a specific job With Dr Q s help you ll soon have a r sum and cover letter that will show hiring managers who you really are why you re prefect for your dream job and why they should choose How to Write Persuasively Today Carolyn Davis, 2010-02-26 This book is a step by step guide to harnessing the power you to persuade in a variety of forms of writing How to Write Persuasively Today is an authoritative handbook for getting your

point across a step by step how to guide for making sure you say what you mean in the clearest most effective way possible Drawing on over three decades of professional writing and speaking experience author Carolyn Davis breaks down the challenges issues and potential pitfalls involved in persuasive writing providing practical strategies and solutions for communicating with the utmost clarity precision force and style It is a presentation filled with vivid often humorous real life examples of writing and presentations of all kinds one that also equips readers with the tools needed to assess and evaluate everything from advertising claims to political propaganda to survey results A Librarian's Guide to Personal Development Valerie Noble, 1980 Resume Writing and Interviewing Techniques that Work Robert R. Newlen, 2006 Starting a career as a librarian moving or looking for a new job Robert Newlen offers this brand new comprehensive resource as a guide to get you through every step of landing the ideal library job Detailed guidance for authoring attention grabbing cover letters the most important part of any application package will help you capture that administrator s attention and get your resume and application read Handbook of Reference Sources and Services for Small and Medium-Sized Libraries Margaret I. Nicholas,1996-07 Lists over 750 sources focusing on the reference needs of adults The primary objective was to select quality reference tools which cover many different topics Topics include general works biography philosophy religion language literature visual arts applied sciences sports and recreation home life social customs and education What Do Employers Want? Priscilla K. Shontz, Richard A. Murray, 2012-06-05 A candid comprehensive and insightful explanation of what library school students need to do in order to maximize their chances of getting a professional position immediately after graduation While library schools provide graduates with a solid understanding of library science concepts many diploma holders have no clear plan for finding a desirable job with their knowledge The information in What Do Employers Want A Guide for Library Science Students will be extremely valuable for 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 The Nextgen Librarian's Survival Guide Rachel Singer Gordon, 2006 This book provides timely advice along with tips comments and insights from dozens of librarians on issues ranging from image and Occupational Outlook Handbook ,1990 Describes 250 occupations which stereotypes The Video Librarian, 1999 cover approximately 107 million jobs **How to Teach** Beverley E. Crane, 2013-11-26 Designed for any librarian who needs to teach either one person at a time or an entire class How to Teach A Practical Guide for Librarians is a standalone guide to becoming proficient in teaching users how to access evaluate and use information This book is designed for all librarians and

library staff who teach as part of their role and is useful to library school students new to teaching Resources in Jumpstart Your Career Dr. Ferris E. Merhish, 2007-03-12 JUMPSTART YOUR CAREER The Nuts **Education** .2000-10 and Bolts for Entering the Workforce for the first time The book is not only designed to provide help for the Nephrite job seeker looking for emoployment but provides training and information to help you keep your job and get along with others as well as advance once the job seeker get hired and more The book is to be used as a tool in the same way one would have used my first book 7 001 RESUMES The Job Search Workbook As in my first book JUMPSTART YOUR CAREER starts out with the basic orientation information and then moves to areas such as what is the right job for the applicant As the book moves along the books will explore Developing Interviewing Skills Personality and Job Success What to look for as a First Time Job Seeker and more Traditionally job search books are going to cover how to develop cover letters or letters of application and the various types of resumes and you are going to find this information provided there But the books goes on from there it will provide the job seeker with job sources an index of Associations State Employment Agencys Federal Job Information Centers Head Hunters and more This new book also points out many of the responsibilities that come once ann individual enters the world of work Legal Problems at Work Employer Employer Relations Why an Individual should have a Savings Plan What is a Budget Handling a Checking account Planning for Retirement and much much more **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 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

### It Librarian Manual Resume That Work Writing Book Review: Unveiling the Magic of Language

In an electronic era where connections and knowledge reign supreme, the enchanting power of language has be more apparent than ever. Its capability to stir emotions, provoke thought, and instigate transformation is really remarkable. This extraordinary book, aptly titled "It Librarian Manual Resume That Work Writing," published by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound impact on our existence. Throughout this critique, we shall delve in to the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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#### i like it like that

i love you because...

i love you too

i dont expect an answer

i series internet explorer 6.0

i see christmas coming first happy day bks.

i must confess

# i could not go to church on good friday a confebion of faith i can draw sharks whales & dolphins

i hear a noise

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