

Library and information science resume sample

Professional Integrity: You are expected to exhibit the highest level of personal and professional honesty as you engage with shared resources. The following sample is meant to provide a practical example. Do not include phrases or sentences directly from this sample in your resume.

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SUMMARY

Multilingual (Mandarin, Spanish, and French) systems analyst skilled in discerning information and computer system requirements, with a focus on the education and healthcare sectors within the tech industry. Adept at integrating communication and problem-solving strategies to align with organizational objectives. Recognized by peers for meticulous attention to detail in tackling complex challenges and for fostering collaborative efforts to achieve shared goals.

SKILLS

Information ethics, content development, budget management, project management, research, customer service, information architecture, policy development, information retrieval and organization, problem-solving, collaboration and teamwork, digital literacy, database management, cataloging, library management software, and shelf-reading

PROJECT

Literacy Development Researcher

May 2021–December 2021

Utilization of Library Resources: Post-Pandemic

Los Angeles, CA

- Researched the growing concern of the general public's utilization of library resources post-pandemic and assessed the volume of visitors between pre-pandemic and post-pandemic periods using surveys to collect data.

PROFESSIONAL EXPERIENCE

Information Systems Analyst

2020–Present

Healthcare Center

Los Angeles, CA

- Conduct detailed analysis, facilitate discussions, model information, and organize data to reconcile conflicts, elicit requirements, and differentiate technical solution concepts from business needs and objectives, achieving a 15% improvement in the accuracy and alignment of project deliverables.
- Collaborate with business and technical stakeholders, ensuring the consistency of technical and non-technical documentation with system configurations during changes, resulting in a 20% reduction in discrepancies and errors in documentation.
- Transform business requirements into precise user stories utilizing prototypes, process diagrams, data models, and other documentation to optimize information flow, contributing to a 25% increase in project success rates and streamlined communication processes.

**Senior Academic Librarian
State University**

**2015–2020
Los Angeles, CA**

- Spearheaded and directed a team of 9 assistant librarians, leveraging technical expertise to optimize support and operations in a library with dynamic physical and digital programs.
- Orchestrated in-depth training for 5 assistant librarians on lending and cataloging, achieving an outstanding 95% performance against established goals.
- Deliver impactful reference and research support, cultivating collaborative relationships with faculty for seamless course-integrated instruction.
- Proactively contributed technical insights to the development of cutting-edge library services, policies, and procedures, enhancing overall operational efficiency.
- Collaborated with university leadership, utilizing technical acumen to strategically set and manage the annual budget, aligning financial resources with organizational goals and priorities.

**Reference Librarian
Community College**

**2013–2015
Los Angeles, CA**

- Facilitated tailored assistance and research support for undergraduate students, ensuring their academic success and information needs were met effectively.
- Instructed computer literacy classes for incoming students, equipping them with essential skills for navigating technology in an ever-evolving educational landscape.
- Formulated strategic recommendations for acquisitions within the constraints of the annual budget, contributing to the enrichment of available resources.
- Delivered expert reference assistance to faculty, students, alumni, and public patrons in the library reference office through in-person, telephone, and email consultations, ensuring diverse informational needs were met with precision and dedication.

COMMUNITY ENGAGEMENT

Therapy Advocate

2016–Present

Cross-Culture Community Group

Los Angeles, CA

- Serve as a subject matter expert, educating center participants on the importance of normalizing the prioritization of mental health.

EDUCATION

Master of Library and Information Science (MLIS): Harris University, Los Angeles, CA 2023

Certificate in Library and Information Technology: Los Angeles City College, Los Angeles, CA 2016

Bachelor of Arts in Education (BAEd): Cal-Tech University, Los Angeles, CA

PROFESSIONAL MEMBERSHIPS & AFFILIATIONS

National Society of Leadership & Success, Member

June 2022–Present

Los Angeles County Society Library and Information Technology, Member

May 2017–Present

ADDITIONAL INFORMATION

Award: LITA Award in Library and Information Technology

February 2020