

Dezerai Legg

LIBRARIAN

SUMMARY

Personable, and dedicated Librarian with a proven record of over 10 years of success delivering customer service and comprehensive references services utilizing a wide variety of technologies. Expertly administer a variety of library programs, as well as train end-users in the use of complex resource, reference sources, computer searches, and document delivery. The Progressive hands-on experience has enabled the development of expert organizational, operations management and written, verbal and interpersonal communication skills, which help to ensure successful integration with varied personalities and individual groups at all organizational levels and environments.

SKILLS

- Posses solid computer skills.
- Excellent working knowledge using both Microsoft Windows and Mac systems; Microsoft Excel, WordPerfect, Microsoft Word, CT Data track.
- Plans and supervises technical services such as cataloging, periodicals, and processing and mending materials.
- Able to train, motivate, and supervise customer service employees.
- Equip with knowledge of recognizing symptoms of abuse and mental illness.
- Have the ability to be empathetic, while still being able to work efficiently and effectively.

EDUCATION

Master's in Library and Information Sciences, 2012

THE UNIVERSITY OF TEXAS AT AUSTIN AUSTIN, TX

Bachelor of Science in Elementary Education concentrating on Reading, 2008

BAYLOR UNIVERSITY, WACO, TX

CONTACT INFO

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ResumesBot

Checkout more Other Resume Examples here:

<https://resumesbot.com/other-resume-examples/>

PROFESSIONAL EXPERIENCE:

LIBRARIAN

MASSACHUSETTS TRIAL COURT LAW LIBRARIES, BOSTON, MA
SEPT. 2015 - PRESENT

Troubleshoot problems with library computers and networks.

- Perform legal research to assist judges, attorneys, court staff, and general public / pro se litigants.
- Data analysis of law library statistics including patron types, materials used, questions by subject.
- Develop and maintain internal and external websites.
- Work with law librarians on system-wide projects such as collection development, planning.
- Work with vendors procuring resources, training, and supporting user management.
- Opening, reference desk staffing, circulation responsibilities at the Middlesex Law
- Library.

LIBRARIAN

THE PRESS-NEWS LIBRARY, NEW YORK, NY
APR. 2009 – MAR. 2014

- Increased recreational reading with open checkout, contests, and book fairs.
- Developed collection by assessing gaps for each section, searching for appropriate resources, and reviewing resources.
- Taught current technology.
- Guided middle school students through the ever-evolving skills of computer technology.
- Integrated library and technology best practice.
- Evaluated appropriateness of book(s) based on patron needs.