

John Smith

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PROFILE

- Career interests in legal libraries, archives, and information management
- Volunteered at a local law library which resulted in improved research and client service skills
- Strong relationship building and communication skills honed through the successful delivery of 30 events for members of the public
- Developed French language comprehension and communication skills while living with a French family in Belgium from 2009 to 2010
- Demonstrated ability to adapt to new cultures and environments while travelling and living abroad

EDUCATION

Master of Library and Information Studies Candidate 2013
Dalhousie University, Halifax, Nova Scotia

- Relevant courses:
 - Database Management Systems, Research Methods, Information Policy

Bachelor of Commerce; Human Resources Management 2001
Saint Mary's University, Halifax, Nova Scotia

AWARDS

- Dean's Award for GPA above 95% 1998-2001
- Co-Operators Life Insurance IT Scholarship 2000
- Faculty Research Grant Scholarship 1999-2001

RELEVANT WORK EXPERIENCE

Library Assistant Sept 2009 - Jan 2011
Hometown Library, Guelph, Ontario

- Won a continuing contract to prepare a comprehensive bilingual resource package on the Teen Homework Club project, which the library ran the following year
- Increased club participation by over 30% by revising the club outreach and book reporting system
- Increased awareness of the club by arranging sponsorship for over 100 prizes for club participants
- Aided students on an individual basis with research projects, guiding them to useful resources which increased their researching skills
- Performed various circulation tasks, handled money for overdue fines, as well as assisting technicians and librarians with interlibrary loan duties during the evening to get materials out to patrons more swiftly

Administrative Assistant, Halifax, Nova Scotia
YMCA of Greater Halifax

July 2008 – May 2009

- Provided excellent customer service by assessing the needs of clients, and showing a high standard of professionalism when interacting with clients, resulting in a 20% increase in customer satisfaction
- Worked with a team to reconcile and adjust account discrepancies resulting in an increase in account consistency

Communications and Events Coordinator, Toronto, Ontario
Ontario Lung Association

Mar 2005 - July 2007

- Developed quarterly newsletter and organized bi-annual members' meetings to facilitate communication among and support for membership
- Supported Executive Director in all duties, maintained functioning office
- Compiled data and evaluations for Community-Based Research Program

Summer Literacy Worker, Halifax, Nova Scotia
Halifax Public Library

June 2004 – Sept 2004

- Conducted the Summer Reading Club and Reading Buddies Program on behalf of 3 branches
- Listened to book reports and delivered a weekly activity program

VOLUNTEER CONTRIBUTIONS

Book Club Facilitator, Halifax, Nova Scotia
George Bothwell Public Library

Jan 2010 - Feb 2011

- Marketed and promoted the George Bothwell book club, raising the membership from three people to twelve
- Distributed books to book club members and made sure that the books were returned by their due dates, resulting in a 10% decrease of lost books

Tutor, Halifax, Nova Scotia
LINKS Children's Literacy Program

Feb 2010 - Present

- Tailor biweekly lessons to meet student's specific learning requirements with the aim of increasing the student's literacy and interest in learning

INTERESTS

- Piano, RCM Grade 9
- Basketball, member of the University of Saskatchewan basketball league
- Travel, traveled independently around Europe and South East Asia

References available upon request