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| **Jennifer Archuleta Santure**  **11377 Aristotle Drive, Apt. 404, Fairfax, VA 22030**  **(510) 703-6622 |** [**jennifer@jennifersanture.com**](mailto:jarchuleta@gmail.com)**|**[**www.jennifersanture.com**](http://www.jennifersanture.com/) | | |
| SKILLS PROFILE | | |
|  | * Able to multi-task in high-stress, fast-paced work environments while maintaining a close attention to detail. * Able to lift up to 50lbs. and can complete repetitive tasks including but not limited to: shelving and shifting library materials, lifting and moving boxes of materials, and upkeep of and order of materials. * Proficiency with Windows operating system computers, and Microsoft Word, Publisher, Excel, and Outlook. * Extensive knowledge and experience in working in a public library setting. | |
| EDUCATION | | |
|  | San José State University, San Jose, CA | Expected graduation: December 2015 |
| Master of Library and Information Science | |
|  | **University of California, Berkeley, Berkeley, CA** | 2011 |
|  | Bachelor of Arts, Native American Studies; minor Ethnic Studies | |
| EMPLOYMENT HISTORY | | |
|  | Berkeley Public Library, West Branch- *Berkeley, CA* | June 2006 – March 2015 |
| Library Aide   * Handled and supervised opening and closing procedures of branch. * Maintained, shelved, and organized library collection using proficiency of understanding of Dewey Decimal Classification system. Processed daily newspapers and periodicals. * Handled money and operated cash register to process fines and other charges. * Assisted patrons through various customer service duties: answering of telephone, distribution of information to patrons, conducting searches for materials, aiding patrons in finding materials. * Utilized Innovative Millennium computer system to check-in, check-out & renew materials to patrons, update patron & material records, create new patron records, distribute library cards, place holds on materials, and conduct materials searches. * Gained experience working in the higher classification of Library Assistant. Duties included those outlined, in addition to providing reference, readers’ advisory, and other information services to patrons. | |
| Volunteer Experience | | |
|  | Oakland Public Library- Oakland, CA | August 2014 – December 2014 |
| Collection Development Intern   * Employed a variety of collection development techniques to select, evaluate, and maintain a variety of library materials and collection. * Performed many collection management duties, including: weeding/deselection, collecting data and statistics, balancing the library’s floating collections, fulfilling interlibrary loan requests, marketing materials, evaluating services and materials, serving on a reconsideration committee, and researching pertinent topics for higher-level staff. * Used both oral and written communication skills and techniques to effectively participate as an active and contributing member of a department in a professional library setting. | |
|  | **Books for Wider Horizons, Oakland Public Library- Oakland, CA** | January 2014 – June 2014 |
|  | Story Reader   * Completed intensive story time training; learned the basics of researching and presenting fun, appealing, and developmentally appropriate story times to preschoolers. * Presented a weekly, 30-minute story time to a classroom of preschoolers at De Colores Head Start. Story times included: reading of books, recitation of rhymes, singing of songs, use of finger-plays, use of musical props, and use of a flannel board and props to create engaging productions. | |
| Professional Affiliations | | |
| Member: American Library Association, and California Library Association | | |