Jennifer Archuleta Santure
11377 Aristotle Drive, Apt. 404, Fairfax, VA 22030
(510) 703-6622 | jennifer@jennifersanture.com | www.jennifersanture.com

OBJECTIVE

Seeking a professional librarian position in a public library setting, with special interest in youth services.

SKILLS PROFILE

- Self-motivated and dynamic professional with a recent Master's degree in Library and Information Science.
- Able to multi-task in high-stress, fast-paced work environments while maintaining a close attention to detail.
- Clear and effective communicator, both verbally and in writing.
- Over eight and a half years of experience working in a public library setting.
- Highly organized and independent; able to effectively coordinate tasks to accomplish projects with timeliness and creativity.
- Able to lift up to 50lbs. and can complete highly 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.
- High level of proficiency with Windows operating system computers and Microsoft Word, Excel and Outlook.

EDUCATION

*San Jos**é** State University*, San Jose, CA   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.
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PROFESSIONAL AFFILIATIONS

Member, American Library Association

Member, Association for Library Service to Children