

Nylah Page

📞 (941) 555-2684 ✉️ nylah.page@example.com

🌐 linkedin.com/example/nylahpage 📍 Sarasota, FL 34236



SUMMARY

Early career library services candidate with supervised community and academic experience supporting circulation, patron assistance, collection organization, reference resources, and public programs. Practical work includes check in and checkout procedures, library card registration, **reserve requests**, shelving, shelf reading, **materials processing**, minor book repair, periodical handling, and display creation. Comfortable assisting visitors with online catalogs, encyclopedias, computers, **Internet service**, copiers, and routine **reference questions**. Coursework included overdue fee calculations, receipts, daily cash reconciliation, missing material follow up, account notes, and accurate recordkeeping. Brings careful keyboard entry, respectful communication, confidentiality, dependable weekend availability, and readiness for fingerprinting. Prepared to support welcoming library operations through organized service, accurate transactions, and thoughtful help for every visitor.

EDUCATION

High School Diploma

2025

Riverview High School GPA: 4.0

Sarasota, Florida

Coursework: Library services, computer applications, information research, customer service

TECHNICAL SKILLS

- **Circulation Systems:** Check in, checkout, library cards
- **Catalog Research:** Online catalogs, subject searches, call numbers
- **Reference Resources:** Encyclopedias, reference books, electronic resources
- **Patron Technology:** Computers, Internet service, copiers
- **Records Management:** Registration records, reserve logs, account notes
- **Cash Transactions:** Overdue fines, receipts, daily reconciliation
- **Collection Maintenance:** Shelving, shelf reading, inventory
- **Materials Processing:** Ownership markings, spine labels, item check in
- **Book Repair:** Page repair, protective covers, vendor coordination
- **Public Information:** Telephone routing, mail handling, periodicals

SKILLS

- | | | | |
|-----------------------|-----------------------|------------------------|-----------------------|
| • Circulation Support | • Online Catalogs | • Materials Processing | • Computer Assistance |
| • Patron Service | • Reference Resources | • Book Repair | • Displays |
| • Shelving | • Library Cards | • Periodicals | • Telephone Service |
| • Shelf Reading | • Reserve Requests | • Cash Receipts | |

EXPERIENCE

Library Services Volunteer

May 2026 - Present

Community Service Project

Sarasota, Florida

Supported a supervised community reading initiative through **circulation** practice, collection organization, patron assistance, materials preparation, records maintenance, displays, and public service communication.

- Organized 700 donated books through check in, labeling, shelving, and inventory procedures for reading initiative.
- Guided visitors toward age appropriate materials using catalog searches and subject organization during routine information requests.
- Maintained participant registration records and reserve logs in a shared database before releasing held materials.
- Prepared books with **spine labels**, **protective covers**, minor page repair, and separation for vendor service.
- Created rotating book displays and program **posters** around seasonal reading themes for weekend events.
- Recorded telephone and in person requests, routed questions, and protected participant contact information during service.

Public Service and Information Resources Project

January 2026 - April 2026

Course Project

Sarasota, Florida

Completed a supervised course project modeling front desk library operations, reference assistance, collection maintenance, patron records, **cash handling**, and clear public instructions.

- Modeled library card registration, check in, checkout, overdue fee calculations, **receipts**, and daily cash reconciliation.

- Researched **reference questions** through catalogs, **encyclopedias**, electronic resources, and print materials for documented answers.
- Built missing material workflow covering patron contact, lost item status, account notes, correspondence, and resolution tracking.
- Organized instructional collection by call number, completed shelf reading, and documented misplaced items for correction.
- Produced a patron guide covering **computers**, Internet, copiers, catalogs, and **reserve requests** for classroom testing.
- Presented service model to instructor and peers, demonstrating accurate records and courteous patron communication.

PROJECTS

Community Reading Collection 📅 May 2026

Organized donated books, prepared circulation materials, created seasonal displays, and supported visitors during supervised community reading activities.

Front Desk Service Model 📅 April 2026

Modeled circulation transactions, reference research, cash receipts, missing material follow up, collection maintenance, and patron technology guidance.

LEADERSHIP & AWARDS

- Community Service Recognition, 2026, received for dependable contribution to a supervised reading initiative.
- Academic Achievement Honor, 2025, recognized consistent performance during high school studies and service preparation.

CERTIFICATIONS

- Customer Service Fundamentals 📅 2026
- Digital Literacy and Online Information Skills 📅 2026

PROFESSIONAL AFFILIATIONS

- Community Reading Initiative Volunteer, 2026, supporting access to books and welcoming reading activities.
- Peer Literacy Tutor, 2025, helping classmates build confidence with reading and information resources.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST