**Janice Hosenstein**

Library Assistant

## contact information

## 231, High Street, Arnold NG5 8DY | 0115 123456 | janice.hosenstein@hotmail.com

## Personal Statement

I am an experienced Library Assistant currently responsible for organising, managing and maintaining Library and Resource Centre facilities at the University of Nottingham. I am the first point of contact for enquiries and I ensure effective provision of resource and information services to staff, students and members of the community. I have relocated to Derby and I am looking for a role closer to home.

## work history

**Library Assistant**

University of Nottingham

*January 2015 – date*

Working in this busy university library, I have a range of responsibilities from handling enquiries and guiding users, through to cataloguing materials and arranging resources. I also have training and supervisory experience both with students and members of the public.

* Organising, managing and developing the Library’s resources.
* Creating a welcoming and well stocked, user friendly environment for learning.
* Offering guidance and advice to library users, both on locating resources and in using the ICT facilities and other educational technology available.
* Assisting with the maintenance of the automated library system.
* Managing returns of books and materials.
* Classifying, cataloguing and arranging new materials.
* Displaying newspapers, magazines and other publications of interest.
* Supervising students using the library before and after school, and during break times.
* Promoting and managing various library clubs.

## qualifications

**Post Graduate Degree in Information Management (MSc) (CILIP Accredited)**

University of Sheffield

September 2012 – June 2014

**BA Honours English Literature (2:1)**

Open University

September 2009 – June 2012

## additional skills

* Excellent IT skills, familiarity with a range of MS and library packages.
* Very good organisational and administrative skills.
* Excellent attention to detail.
* Able to teach students and others on use of the library.

## memberships

**Member of the Institute of Library and Information Professionals (CILIP)**

Since 2015

## hobbies and interests

* Visiting the gym
* Recreational reading
* Playing the violin
* Cooking
* Photojournalism

## references

**Charles Cooper, Supervisor**

University of Nottingham Libraries, King's Meadow Campus, Lenton Lane, Nottingham, NG7 2NR

**Alice Dean, Course Leader**

Information School, The University of Sheffield, Western Bank, Sheffield, S10 2TN

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