

# ADRIENNE EDWARDS

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 Glenview, Illinois

 adriennemedwards

## SUMMARY

Library work aligns perfectly with my unwavering commitment to public service. I am highly organized and detail-oriented, work well with diverse teams, and enjoy learning new things. I am also a productive self-starter with considerable client-facing experience.

## SKILLS

Library Systems

Circulation

Content Management

Time Management

Organization

## RELEVANT EXPERIENCE

### SERVICING

- Provision of friendly and enthusiastic reference and advisory service to patrons utilizing electronic and print resources, ensuring a positive experience for all
- Provision of friendly and enthusiastic administrative support while covering the circulation desk, explaining the library rules and regulations, answering patron questions, and assisting with computer operation, ensuring a positive experience for all
- Gathering, recording, and analysis of statistics, maintenance and retention of records, management of sensitive data
- Management of branch facilities and supplies, coordination with various contractors for maintenance and servicing of branch equipment and holdings
- Scheduling of branch staff, client appointments, and meeting rooms
- Materials processing, maintenance of patron holds, shelf-reading, and keeping the library organized and efficient

## EMPLOYMENT

ADULT SERVICES ASSISTANT  
Northbrook Public Library  
Northbrook, Illinois  
2024 - Present

LIBRARY ASSISTANT  
Brunswick Public Library  
Brunswick, Georgia  
2021 - 2022

TELLER COORDINATOR  
SunTrust  
Brunswick, Georgia  
2014 - 2020

LIBRARY ASSISTANT  
Deschutes Public Library  
Bend, Oregon  
2007 - 2010

### TECHNOLOGY

- Experience and aptitude with a variety of software applications, including library systems, MS Office, SharePoint, Google apps, access catalogs, databases and office equipment
- Demonstrated attentiveness to detail in tasks such as data entry and record verification, ensuring accuracy, reliability, and executional excellence

### SOFT SKILLS

- Consistent use of empathy, active listening skills, and the tenets of personal accountability to help resolve or mediate conflicts so that everyone feels heard, respected, and supported
- Strong oral and written communication skills, facilitating effective interaction with colleagues, patrons, and partners

## EDUCATION

Master of Library and  
Information Science: (currently  
enrolled)  
Dominican University  
River Forest, Illinois  
Expected graduation: 2027

Bachelor of Science: Business  
Bellevue University  
Bellevue, Nebraska