

# Adrienne Edwards

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## Summary

Every patron asking for assistance is inviting library staff to help them improve their quality of life in some way. 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.

## Experience

### **Adult Services Assistant** | Northbrook Public Library | Northbrook, Illinois

2024 -Present

Provide library reference services to patrons in person, via telephone, and email

Aid patrons with computing and provide technical support for their devices

Readers' advisory

Cataloging serials collection

### **Library Assistant** | Brunswick Public Library | Brunswick, Georgia

2021 - 2022

Provided library reference services to patrons in person, via telephone, and email

Aided patrons with computing and provided technical support for their devices

Readers' advisory

Circulation services

### **Teller Coordinator** | SunTrust, now Truist | Brunswick, Georgia

2014 - 2020

Top performer (150% of goal, on average) consistently exceeded market goals and expectations

Used proactive risk mitigation methods and operational soundness to protect clients and bank

Supervision of branch teammates and assistant manager of the branch

Vault custodian

### **Library Assistant II** | Bend Public Library | Bend, Oregon

2007 - 2010

Provided library reference services to patrons in person, via telephone, and email

Aided patrons with computing and provided technical support for their devices

Readers' advisory

Circulation services

## Education

Dominican University | River Forest, Illinois | Currently enrolled

**Masters in Library and Information Science**

Bellevue University | Bellevue, Nebraska | 2023

**Bachelors of Science: Business**

## Skills

Reference, Circulation, Library Systems, Organization, Content Management, Time Management