

Curriculum vitae

PERSONAL DETAILS

Name
Lauren Mitchell

Address
London, United Kingdom

Phone number
+44 20 7946 0402

Email
example@cvmaker.uk

EDUCATION AND CERTIFICATIONS

- Master of Arts in Library and Information Studies, University College London, UK, 2018
- Bachelor of Arts in English Literature, University of Oxford, 2016
- Accredited by Chartered Institute of Library and Information Professionals (CILIP)

ADDITIONAL EXPERIENCE

Graduate Trainee Library Assistant (ICS), University of London - School of Advanced Study, 2019

Part-time Librarian, Oxfam Bookshop, Oxford, UK, 2018

- Managed book donations, sorted inventory, and assisted customers with purchases.
- Organised fundraising events and book sales to support charity initiatives.

LANGUAGES

English - Native
French - B2

PROFILE

Knowledgeable librarian with 5 years of experience working in the academic and public library setting. Proficient in library management, collection development, circulation, and reference services. Skilled in leveraging innovative technologies to streamline library operations and enhance user experience. Committed to fostering a welcoming environment that fosters lifelong learning and intellectual curiosity. Strong leader, adept at supervising and training staff, and spearheading projects that improve library systems efficiency.

WORK EXPERIENCE

Senior Librarian, The London Library, London, UK, 2020 - Present

Oversee core library functions including acquisitions, circulation, and reference services. Collaborated with staff to curate events, workshops, and exhibitions promoting library resources while fostering user engagement. Provided expert supervision and training for library assistants and interns in cataloguing, processing, and shelving procedures. Lead the team in developing a comprehensive subject guide for library users.

- *Received the award as the "Librarian of the Year" by a prestigious library association for exceptional contributions to the field and community.*
- *Implemented targeted outreach programs and community engagement initiatives, resulting in a significant 25% increase in library memberships.*
- *Established successful partnerships with local schools, leading to a 15% growth in youth participation through specialised literacy programs.*

Library Assistant, The British Library, London, UK, 2019 - 2020

Delivered bibliographic instruction sessions, empowering students and faculty members with advanced research skills. Supported collection management activities, including cataloguing, shelving, and maintaining accurate inventory control. Actively contributed to library outreach by creating engaging blog posts, managing social media presence, and participating in community events.

- *Presented research findings on library technology and user experience at major conferences, reaching audiences of over 100 attendees.*
- *Published articles on library trends and best practices for The British Library.*
- Implemented user satisfaction surveys and used feedback to drive improvements, resulting in a 20% increase in overall satisfaction ratings.

SKILLS

Library Management Systems (Koha, BiblioteQ), Project Management, Editing, Cataloging & Classification, Customer Service, Research Database (JSTOR, ProQuest), Community Outreach, Information Literacy.

REFERENCES

References available upon request