

QUALIFICATIONS PROFILE

- Versatile analytical skills with a proven ability to perform work on multiple projects and meet deadlines with changing priorities and timelines.
- Experienced in assisting students with computers and software applications. Including OneSearch, D2L, and GoPrint PayStation machine.
- Microsoft Outlook, Word, Excel, and PowerPoint
- Demonstrated ability to analyze, comprehend, prioritize, organize and manage multiple tasks.
- Knowledgeable of the library on-line system with the Library of Congress and Dewey Decimal classification system. Ability to successfully assist with acquisitions, cataloging, and circulation using the Integrated Library System (ILS).
- Bilingual in Mien and English; ability to effectively communicate with students and staff.

PROFESSIONAL EXPERIENCE

Student Assistant/Clerk III/Instructional Assistant, Cosumnes River College Sacramento, CA August 2014 – Present

- Providing guidance and assist students with retrieving files from the digital media libraries.
- Responsible for providing administrative support at the Cosumnes River College Library.
- Shelving, cataloging and stacking books; maintaining accurate manual and electronic records of library materials; tracking records and updating patrons' expiring memberships.
- Keeping track of library violations and collecting applicable fines for damage and late returns; and unloading cartons of books, counting the books and updating inventory.
- Assist students with computer, copier, printer, and homework question.
- Maintaining positive interpersonal relationship with patrons, technical support personnel, colleagues and management.

Production Worker, Universal Custom Display Sacramento, CA February 2010 – August 2010

- Responsible for assembling goods on production lines. Operated production line equipment. Cleaned, organized and maintained work areas.
- Work with team members to maximize productivity and efficiency; follow all company rules and policies and follow all safety rules and requirements.
- Measured and feed batches of raw materials into production machinery. Used machinery to assemble and solder materials together.
- Conducted basic quality and testing of products. Monitor the production process.

Card Dealer, Silver Dollars Casino, Seattle, WA January 2005 – September 2009

- Maintained and displayed a friendly, courteous and professional attitude toward customers, casino personnel, and fellow employees.
- Provided answers to questions about game rules and casino policies.
- Prepared collection reports for submission to supervisors.
- Trained new dealers and service staff.

EDUCATIONAL ACHIEVEMENT

Associate of Science, Library Technician

Spring 2013 - present
Sacramento, CA