

Jane Jimenez

5003 E. Ocean St | [Santa Cruz, CA | 555-555-5555 | janesmith@email.com

Education

- University of California, Santa Barbara
- Bachelors | June 1994
- History
- Dean's List Spring/Fall 1994-1998

Experience

July 2007 – June 2016

Library Assistant | Santa Cruz County Library | Santa Cruz

- Customer Service
- Help the public with any questions or concerns they have.
- Answer multiple phone lines while assisting customers.
- Running the cash register and collecting payments.
- Stocking and checking in books and library items.

September 1999 – February 2005

Substitute Teacher | Santa Cruz School District | Santa Cruz

- Taught a range of students in their teacher's absence: from elementary to high school.
- Took over teaching and planning lessons long term for three different classes where teachers had extended leaves.
- Specialized in history classes, but have taught a full range of courses.
- Prepared students for college; assisted with essays, financial aid, scholarships and applications.

Skills

- Learns tasks quickly
- Great customer service
- Works well with others
- Creative thinking
- Detail oriented

References

- John Smith: Librarian – 000-000-0000
- Sandy Gomez: Co-worker – 000-000-000

Sponsors logos

Reading and Beyond, California State Library, Fresno County Library, Friends of Library Foundation, Fresno County, IMLS