

EXPERIENCE

Reference Librarian, Cisco College **Feb 2016-Present**
Cisco, TX

Performs all functions of **Library Circulation Clerk** as well as provides administrative support and assistance to the Director of Library Services and the Manager of Library Services in offering public services to faculty, students and staff. Assists patrons with research & academic writing assignments by directing them to electronic as well as non-electronic sources of information.

Library Circulation Clerk, Cisco College **August 2015-Jan 2016**
Cisco, TX

Assists with the operation of library policies including the InterLibrary Loan program, basic reference help, and general patron assistance. Handles all aspects of library material circulation as it relates to library policy. Formulates overdue material reports and contact patrons to notify them of outstanding fines. Assists the Director with tracking current holds on patron accounts and with reporting library traffic and reference statistics. Handles operations of the library in the evenings until closing time.

Client Services Specialist, Kennedy Financial Services **July 2014-June 2015**
Eastland, TX

I worked with the Service team assisting them both handling current investment accounts and opening accounts for new clients. Fulfilled purchase orders on many types of investments including follow-up contact to ensure investments were placed correctly. Worked closely with company executives to confirm the correct investment procedures were followed. Handled customer resource management databases. Worked as the Identity Theft Prevention Liaison to safeguard client confidentiality and reduce the risk of information theft.

Construction Laborer, McClure Building & Remodeling Co. **Summer 2012 & 2009**
Cisco, TX

Worked with a team of contractors to remodel local homes and businesses in the area. Assisted with the completion of the Cisco Chicken Express Cisco during several stages of progress. Became skilled in carpentry, sheetrock application, tilework, and painting.

EDUCATION

Tarleton State University **May 2014**
Bachelor of Science Degree in Communication Studies

- Specialized in Speech Communication
- Double Minor in English & Psychology
- Graduated Cum Laude with a 3.76 GPA
- 2-time Distinguished Student

Cisco College **May 2012**
Associate of Arts Degree

- S.G.A. Parliamentarian
- Graduated with honors and a 3.96 GPA
- President's List, 3-time Dean's List

AWARDS

Communication Department's Most Outstanding Student (Tarleton State University) **2014**
Grand Prize at the 8th Annual Tarleton Film Festival (Tarleton State University) **2013**

MEMBERSHIPS

Presidential Member of the National Society of Leadership & Success
Phi Theta Kappa Honor Society