

Kruthi Ketels

Librarian I

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📍 8405 Baltimore National Pike,
Ellicott City, MD 21043

Education

Master of Library Science at University of Maryland, College Park

Aug 2013 - May 2017

Through my MLIS studies, I have learned research and analysis skills, as well as how to use various library tools and resources.

Links

[linkedin.com/in/kruthiketels](https://www.linkedin.com/in/kruthiketels)

Skills

Library classification systems

Library cataloging systems

Research skills

Reference interview techniques

Bibliographic instruction

Collection development and
management

Readers' advisory

Languages

English

Japanese

Profile

I am a Librarian I with over 5 years of experience. I have worked in various settings, including public libraries, academic libraries, and corporate libraries. I am skilled in research and reference services, collection development and management, cataloging and classification, metadata creation, instruction and programming. In addition to these skills, I also have excellent written communication skills

Employment History

Librarian I at National Security Agency, MD

Mar 2022 - Present

- Catalogued and classified new acquisitions according to Library of Congress standards.
- Processed interlibrary loan requests in a timely manner.
- Answered reference questions from patrons in person, by phone, and via email.
- Assisted with planning and executing special events such as author talks and book clubs.
- Maintained cleanliness and organization of public spaces.

Librarian II at Fort Meade, MD

Jul 2017 - Jan 2022

- Provided excellent customer service to library patrons, averaging 30 interactions per day.
- Assisted in developing and implementing new children's programming, which saw a 20% increase in attendance.
- Successfully managed the budget for the children's department, staying within \$500 of the allocated amount.
- Created and maintained an up-to-date social media presence for the library, gaining 100 new followers in 6 months.
- Led a team of 5 volunteers in sorting and shelving books, completing the task in 2 hours.

Certificates

Certified Library Technician (CLT)

Sep 2020

Certified Public Librarian (CPL)

Jun 2019

Memberships

American Library Association

Canadian Library Association