

# LANELL LEVINTHAL

Librarian II

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123 Random Street, Charleston, SC  
29401



## PROFILE

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I am a librarian with over 5 years of experience. I have worked in a variety of settings, including public libraries, school libraries, and corporate libraries. I have a strong knowledge of library science principles and techniques. I am an expert in information retrieval and bibliographic control. I am also skilled in the use of digital resources and technologies.

## LINKS

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

## SKILLS

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Library Science

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Research

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Cataloging

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Classification

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Bibliographic Instruction

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Reference Services

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## LANGUAGES

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English

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Arabic

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## HOBBIES

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Reading

Knitting

Cooking

## EMPLOYMENT HISTORY

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### ● Librarian II at Richland Library, SC

Jun 2022 - Present

- Successfully created and implemented a new organizational system for the library that improved efficiency by 25%.
- Put together a team of 5 volunteers to help with shelving books 3 times per week, which freed up 2 hours per day for other tasks.
- Successfully applied for and received a grant from the city for \$10,000 to fund new furniture and shelves for the children's section.
- Worked with the school district to create a weekly after-school program at the library for kids in grades 3-5.
- Successfully advocated for an increase in the library's budget from \$50,000 to \$75,000 per year.

### ● Librarian I at Charleston County Public Library, SC

Aug 2017 - Apr 2022

- Catalogued and processed 100 new items per month on average.
- Assisted 500 patrons per month on average with locating materials and information.
- Answered 75 reference questions per month on average.
- Taught 10 library orientation sessions per month on average.
- Shelved 10,000 items per month on average.

## EDUCATION

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### Master of Library Science at University of South Carolina

Aug 2012 - May 2017

I've learned how to manage and organize libraries, how to help people find the information they need, and how to teach people how to use library resources.

## CERTIFICATES

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### Certified Library Technician (CLT)

Aug 2020

### Certified Academic Librarian (CAL)

May 2019

## MEMBERSHIPS

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American Library Association

Special Libraries Association