

TRISTA SMITH

SUMMARY OF QUALIFICATIONS

Trained information specialist with ten years of experience providing excellent customer service.

WORK EXPERIENCE

2010 to Present Bitterroot Public Library Hamilton, MT

Library Director

Report to the Board of Trustees. Responsible for the daily operations of the library.

- Work with the Board of Trustees to write policies and create a budget.
- Supervise and evaluate library managers and reference staff.
- Select and purchase materials for the adult collection.
- Perform a thorough collection analysis, including weeding and using circulation statistics for selection.
- Partner with other community organizations for programs and promotion.
- Complete grant applications.
- Secretary for the Board of Trustees, Foundation and Friends of the Library
- Redesign the library website using the open-source content management system Drupal.
- Create a presence for the library on social media websites.

2009 to 2010 Darby Community Public Library Darby, MT

Library Director

- Report to the Board of Trustees. Responsible for the daily operations of the library.
- Work with the Board of Trustees to write policies.
- Create, plan and perform children's programs.
- Manage the display and organization of the collection.
- Select and purchase materials with the help of our book selection committee.
- Thorough collection analysis, including weeding and using circulation statistics for selection.
- Managing our inter-library loan policies and procedures. January 2001 to October

2009 Los Angeles County Public Library Valenica, CA

Library Assistant (September 2008 to Present)

Report to Children's Librarian. Help the children's department with programs and projects. Manage the circulation desk and address patron complaints.

- Assist in the management of the circulation desk.

- Manage volunteer projects.
- Prepare for story time and other children's programs.
- Process and catalog children's books.

Library Aide (2001 to 2008)

Report to Library Assistant. Provided exceptional customer service at the circulation desk. Processed and repaired audiovisual materials.

- Participated in the implementation of an entirely self check-out circulation desk while maintaining excellent customer service.
- Assisted in troubleshooting the new ILS and the issues encountered at the self check-out machines.
- Trained new staff members to use our ILS and to process materials.
- Helped with staff and volunteers to relocate the entire branch library to a new location in record time (one day).
- Extended the life of the library's CDs by launching a disc cleaning system.
- Adapted barcode labels on videos, books on tape and books on CD to work with the self check-out machine.
- Authored and created concise and easy-to-read labels for audiovisual materials.
- Enlisted as staff for the Big Read, a city-wide book talk with author Ray Bradbury.
- Received the Vesta Bruner scholarship in 2007.

September 2006 to May 2007 Newhall Elementary School Newhall, CA

Curriculum Specialist

Reported to School Principal. Managed the computer lab and all other computers on campus.

- Adopted wireless technology for the thirty-three computers in the computer lab.
- Developed lessons that referenced current curriculum for grades one through six.
- Addressed any problems that arose on any of the 90+ computers or 15 networked printers.
- Provided and handled more than 500 student folders located on the school's server.
- Updated the software on 90+ computers, weekly.
- Replaced monitors with space-saving flat screens.
- Supported district staff with the maintenance and troubleshooting of the district network.
- Installed software on both the school server and individual computers.
- Improved the school website by updating its content and modifying the layout.

EDUCATION

Spring 2007 to Spring 2009 San Jose State University San Jose, CA

Masters in Library Science

Fall 2004 to Fall 2006 California State University, Northridge Northridge, CA

Bachelor's in English Literature

Spring 2002 to Spring 2004 College of the Canyons Valencia, CA
Library Media and Technology Certificate