

DEBORAH A. WHITE

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Objective

Highly skilled career professional with extensive experience in Library Sciences.

Work History

Maxwell Air Force Base

Librarian Tech.

June 2005-

April 2011

- ♦ Documented success working as a Library Technician at Maxwell Air Force Base, which includes working with such programs as Voyager Library program, Word 2003, Excel 2003, Access 2003, PowerPoint 2003 and Project 2003.
- ♦ Maintain Library's books, publications, audiovisuals and other materials in accordance with Air Force directive, processing and cataloging books.
- ♦ Perform circulation, acquisition and serial control and copy cataloging of all materials with precision and accuracy.
- ♦ Story Time with children and Fun Time programs as administrator.
- ♦ Cataloging books in Voyager Library program and Overdrive transparent language program.
- ♦ Assisting patrons with computer needs and providing clerical skills.
- ♦ Working circulation desk, answering phones, registering patrons for library cards, keeping stats for cataloging.
- ♦ Purchase orders and Records management.
- ♦ Cataloging and barcoding all office inventory and furniture.

Montgomery County Public Schools

Librarian Clerk

Aug. 1995-May 2005

- ♦ Documented successful work at the Montgomery county Public School System as a librarian. Duties included computer program such as Althea Library Program, Word 2003, Excel 2003 and Project 2003.
- ♦ Instrumental in the operations of all classes K-8 with stories, work sheets, reference materials and publications.
- ♦ Duties include purchase orders, ordering books, control check-out and check-in of materials. Participated in the collection development and library marketing campaigns.

City of Montgomery Public Library

Librarian Clerk

Aug. 1986-May. 1995

- ♦ Documented success working as a librarian clerk. Duties included all phases of administrative duties, including preparing and processing correspondence, reports, forms and objectives.
- ♦ Ensure compliance with personnel policies and procedures.
- ♦ Circulation desk and customer service.

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St. John the Baptist Catholic School Librarian Aug. 1982-May 1986

- ◆ Documented successful working as a librarian, P.E Instructor and cheerleading sponsor

Maxwell Air Force Base BX Customer Service Rep. May 1980-June 1982

- ◆ Customer service, layaways, refunds, credit cards transactions, faxes, Alpha and numeric orders.
- ◆ Customer service of the month aware

Bank Of Beaufort, South Carolina Teller Jan1978-1979

- ◆ Customer transactions, all monetary transactions including cashing, deposits, withdrawals, loan information and background checks.
- ◆ Balancing transaction and electronic banking.

Licenses and Certificates

Customer service of the month for Maxwell Air Force Base BX
Beaufort Community College (Beaufort, South Carolina) Business College
Positive community relations from the Montgomery Advertiser (special recommendations)

Special Intrest

Roman Catholic St. Jude Catholic church
YMCA Aerobic Instructor