Philippa Okonjo-Reyes

Adult Services Librarian

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SUMMARY

Public librarian with 6 years in adult services and reference. Runs a branch program calendar reaching 4,800 attendees a year, rebuilt a 9,000-item nonfiction collection that raised circulation 21%, and leads digital literacy classes for job seekers and older adults. Experienced with Polaris, LibGuides and OverDrive.

EXPERIENCE

Adult Services Librarian — Cedar Sound County Library

Tacoma, WA · Sep 2021 – Present

- Plan and run 160 adult programs a year at a busy branch, growing total attendance from 2,900 to 4,800 in 3 years.
- Weeded and rebuilt a 9,000-item nonfiction collection using circulation data, raising its checkouts 21% in 18 months.
- Launched a weekly job-search lab with a local workforce agency, serving 310 patrons in its first year.
- Answer about 45 reference questions a shift in person, by phone and by chat, and trained 6 new staff on the reference interview.
- Wrote a $12,000 state library grant for laptops and hotspots, which the branch lent 1,100 times in the first year.

Reference and Instruction Librarian — Harrowgate Community College

Everett, WA · Aug 2018 – Aug 2021

- Taught 70 information literacy sessions a year to first-year composition and nursing classes.
- Built 14 LibGuides for core courses, which together drew 22,000 views a year.
- Held 180 one-on-one research consultations a year, many with first-generation students.
- Moved interlibrary loan requests to an online form, cutting average turnaround from 9 days to 5.

SKILLS

Public service: Reference interview, readers' advisory, chat reference, programming

Collections: Collection development, weeding (CREW method), acquisitions, cataloging basics

Systems: Polaris ILS, OverDrive and Libby, LibGuides, Springshare LibCal, Excel

Teaching: Information literacy, digital literacy classes, workshop design

CERTIFICATIONS

Washington State Public Library Certificate, 2018

EDUCATION

MLIS, University of Washington, 2018

B.A. English, Western Washington University, 2015

Fictional example by FindAJobAI: the person, employers and numbers are invented.