

## Chronological Format

### **Lisa R. Warrior**

1234 Woodward Avenue  
Detroit, MI 48202  
313-555-1234  
lisa.warrior@wayne.edu

#### **EDUCATION**

##### **Master of Library and Information Science**

Wayne State University, Detroit, Michigan  
Concentration in reference services and collection development for adults

Expected: May 2007

##### **Bachelor of Arts**

Michigan State University, East Lansing, Michigan  
Major: English Literature, Minor: Classical Studies

2000

#### **EXPERIENCE**

Library Assistant, Detroit Public Library, Detroit, Michigan

2000 to Present

- Identified and selected new materials for the reference collection under the supervision of the Head Reference Librarian.
- Reviewed adult fiction novels and developed a web-based interactive guide.
- Provided print and online reference services to adults in the main library serving a population of nearly one million.
- Instructed adults on the use of internet applications and online resources.

Graduate Student Assistant, David Adamany Undergraduate Library,  
Wayne State University, Detroit, Michigan

2006-2007

- Conducted reference interviews with students in the undergraduate library serving over 30,000 students.
- Provided reference service in a variety of media including in-person, online and telephone.
- Effectively learned Millennium, the library's integrated library system.

#### **CERTIFICATES**

Microsoft Office 2003 Specialist Certificate, PowerPoint

#### **HONORS & AWARDS**

Recipient, Graduate-Professional Scholarship, Wayne State University, 2005-2006

Winner, American Library Association Staff to Student Award, Wayne State University, 2007

#### **PROFESSIONAL ASSOCIATIONS & MEMBERSHIPS**

- American Library Association (ALA), 2005-Present
  - Vice-President, Student Chapter, 2006-2007
- Michigan Library Association (MLA), 2005-Present
- Reference and User Services Association (RUSA), Collection Development and Evaluation Section (CODES), 2006-Present
- Student Organizations of Library and Information Science (SOLIS), 2005-Present
  - Secretary, 2005-2006

#### **SPECIAL SKILLS**

Operating systems: Windows XP and Windows Vista

Software & Databases: Microsoft Office XP and 2007 (Word, Excel, Access, PowerPoint), Dreamweaver, FrontPage, Lexis/Nexis, Dialog, OCLC, MARC

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**REFERENCES**

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Dr. Ronald Powell  
Professor  
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Dr. Sandra Yee  
Dean  
Wayne State University Library System  
3100 Undergraduate Library  
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aj0533@wayne.edu