

ROSE AUMA OLALE

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LIBRARY ASSISTANT

KNEC Diploma in Library and Information Services

Committed and dedicated professional with outstanding organizational skills, attentive to details and possess good problem solving ability.

Offering information services, distinguished by commended performance and proven results.

CERTIFICATE Computer Application

For the purposes of computer skills

KCSE

High School Education.

Mean Grade B-

LIBRARY ASSISTANT SKILLS

- Very organized.
- Posses' information technology skills.
- Very Good communication skills.
- Great customer service skills.
- A good team worker
- Strong Commitment and Self-Discipline.
- Detail Oriented and Problem solving
- . Good Researcher and has keen interest in the benefits of reading.

PROFESSIONAL EXPERIENCE

UNIVERSITY OF NAIROBI — KISUMU, KENYA

The best public university in Kenya

Library Assistant, 2019 – 2021

- Maintaining a high degree of customer service at all times.
- Registering and updating users online.
- Train users on ONLINE resources and services
- Find the right reference materials in soft and hard copies and send on request by users,
- Do clearance for library users on completion of their courses.
- Ensure the general cleanliness of library and library information materials,
- Checking-in, checking-out, recording in-house use, renewing and reserving library materials.
- Distributes library promotional material at the circulation desk.
- Organizing the repair of damaged books.
- Managing the payment of fines.
- Settling any disruptions or disturbances in the library

- **Key Results:**

- Maintained records of over dues, lost library materials, and other miscellaneous fines.
- Assisted library patrons in locating materials/performing basic research.
- Acquired a strong customer rapport and interest in serving others efficiently.
- Books and knowledge are my passion. This role would allowed me the chance to share that passion with others, to encourage them to be passionate about books and knowledge.
- I enjoy helping people, and I see this role as an opportunity to help library users.

PROFESSIONAL EXPERIENCE *(CONTINUED)*

UNIVERSITY OF NAIROBI — KISUMU, KENYA

The best public university in Kenya

LIBRARY DEPARTMENT: 2007-2025

EDUCATION & CERTIFICATIONS

KNEC DIPLOMA IN LIBRARY AND INFORMATION SCIENCE

Intraglobal Training Institute.

CERTIFICATE IN COMPUTER STUDIES

KCSE

Donholm catholic computer college

KENYA CERTIFICATE OF SECONDARY EXAMINATION

Nginya Girls High School

REFEREES

<p>Jane Opiyo Librarian University of Nairobi Kisumu Campus, P.O BOX 19134_40100, KISUMU. Mobile No.0723902076</p>	<p>Solomon Matanda Senior Library Assistant. University of Nairobi, Kisumu Campus, P.O BOX 19134-40100 KISUMU. Mobile No.0725589310</p>
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