

Naomi Johnston

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Education University of Wisconsin-Madison 09.2012 – 05.2014
Master of Arts in Library and Information Studies, May 2014
GPA: 3.881

University of Wisconsin-Whitewater 09.2009 – 12.2011
Bachelor of Business Administration, December 2012

Library Experience Substitute Librarian 08.2014-Present
Washington County Libraries

- Substituted for reference and information librarians throughout the county

Circulation Assistant 10.2014-03.2016
C.A. Friday Memorial Library

- Assisted patrons with account inquiries, finding materials, and checkout at the front desk
- Processed physical library materials from returns and deliveries
- Completed special projects as assigned

Information Desk Assistant, Catalog Maintenance Assistant, Reference Assistant 09.2012 – 12.2013
University of Wisconsin-Madison

- Responded to patron inquiries regarding facilities and collections
- Helped with basic reference questions from locating books to identifying resources
- Communicated with patrons and reference librarians via phone, chat, and in person
- Reviewed catalog records for inconsistencies and updated from OCLC records
- Compared catalog records to physical items for accuracy
- Independently completed small projects related to incorporating or removing items
- Gained basic knowledge of Voyager ILS client and record structures
- Shelled books and processed old materials into non-current collection

Leadership & Community Service American Library Association – Student Chapter 10.2012 – 12.2013
Co-Secretary

- Took notes and co-organized monthly meetings for student organization of 8 officers and approx. 50 members