

Alex Morgan

Library assistant

Leeds | alex.morgan@example.com

Profile

Library assistant with experience helping visitors find information and keeping lending records accurate. Comfortable explaining booking rules, checking returned stock and handing over unresolved enquiries.

Work experience

Library Assistant | Alder Community Library | September 2024 – present

- Help visitors locate books and use the catalogue, checking the enquiry before suggesting a source.
- Check returned items against lending records and refer damaged or missing stock to the supervisor.
- Record room bookings and explain the terms to visitors.
- Write clear handover notes so colleagues can follow up enquiries.

Volunteer | Westfield Reading Group | February 2023 – August 2024

- Prepared reading materials and welcomed new members.
- Kept attendance notes with permission and passed requests to the organiser.

Education

A levels: English Literature, History and Sociology

Westfield College | 2022 – 2024

Skills

- Library catalogue searches and accurate record entry.
- Written handovers and clear explanations for visitors.
- Word document formatting and shared calendar bookings.