

Angelita J. Ramirez
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EDUCATION:

Adams State College
Bachelor of Arts, Spanish

December 2011
Alamosa, CO

EMPLOYMENT:

Wrangler

Anythink- Rangeview Library District

June 2012- present
Thornton, CO

- Sorted and shelved books in order to shelve properly
- Processed holds for patrons
- Created various reports for holds and lost items
- Assisted with implanting new hardware and procedures for efficiency
- Trained new wranglers on policies and procedures

Program Assistant

Adams County School District No. 14

September 2012- January 2013
Commerce City, CO

- Assisted Site Coordinator with programming set-up and ideas
- Assisted Program Instructors with classroom management

Tutor

Adams County School District No. 14

February 2012-May 2012
Commerce City, CO

- Aided high school students on various subjects and college preparations
- Assisted teachers in managing the classroom
- Organized groups within the classroom

Circulation Student Assistant

Nielsen Library at Adams State College

August 2007-December 2011
Alamosa, CO

- Served as a first point of contact for patrons
- Created accounts for patrons (academic and community)
- Organized books on shelves according to Library of Congress and Dewey Decimal System
- Served on search committee for Circulation and Web Services Librarian

Encoder

DHL, Global Mail

June 2011- August 2011
Denver, CO

- Processed incoming mail and packages (sometimes manually)
- Sorted outgoing mail
- Maintained suggested quotas with consistency

Research Assistant

ReEntry Rehabilitation Services

Summers 2006-2009
Lakewood, CO

- Created reports based on clients' needs
- Researched various topics (health concerns, services, equipment, etc) for clients
- Handled confidential information

SKILLS:

- Over four years of customer service experience
- Over six years of data entry experience
- Four years experience with Millennium Integrated Library System
- Expert level experience with Microsoft Office (Word, PowerPoint, Excel, etc.)
- Professional experience with Windows and Macintosh
- Proficient in spoken and written Spanish