



# Doris Dobbs

## Library Paraprofessional

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 United States, Dallas, TX

### Professional summary

Dedicated and detail-oriented Paraprofessional with experience in supporting library operations, assisting students, and maintaining resources. Passionate about fostering a positive learning environment, helping students with research, and promoting a love for reading.

### Experience

Library Paraprofessional August 2020 - Now

#### Dallas Independent School District

- Conduct book checkouts and returns, managing circulation records and ensuring all materials are accounted for.
- Implement library programs and activities for students, including book fairs, reading challenges, and literacy workshops.
- Collaborate with teachers to integrate library resources into classroom curricula and support educational goals.
- Provide one-on-one support to students in choosing books that match their reading level and interests.

Library Assistant June 2017 - July 2020

#### Oak Cliff Branch Library, Dallas, TX

- Assisted with the setup and maintenance of library displays to promote new books and seasonal themes.
- Processed new materials, including labeling, cataloging, and entering them into the library's database.
- Helped manage library programs and events, such as storytimes for young children and special guest lectures.

### Education

Associate of Science in Library Science of Dallas Community College, Graduated: May 2017

Certified Library Paraprofessional of Texas Library Association, Awarded: June 2020

### Skills

Strong knowledge of library cataloging systems.

Expert

Excellent customer service and communication skills.

Expert

Ability to assist with library programming and literacy initiatives.

Expert

Skilled in using software such as Microsoft Office and library-specific databases.

Expert

Organizational and multitasking abilities, with attention to detail.

Expert

Basic knowledge of information literacy and research techniques.

Expert