**AGRAAN**

***Email*:** [**agraan.363789@2freemail.com**](mailto:agraan.363789@2freemail.com)

**CAREER OBJECTIVE**

To seek challenging assignment and responsibility with an opportunity for growth and career advancement

as a successfully achievement. Goal oriented, very hard working with very enthusiastic attitude towards work. Wanting to secure a position in a stable and reputable organization to utilize my skills in my professional experiences.

**PROFESSIONAL WORKING EXPERIENCE**

***Position and Company Name:***

**METADATA LIBRARIAN**

**November 2014 – May 2016**

**UNIVERSITY OF SANTO TOMAS**

**MANILA, PHILIPPINES**

* Metadata encoding of rare, old and current books, newspapers and journals through the use of software CONTENTdm for digital colllection site
* File conversion and watermarking the materials before uploading to the site
* Collaborates with preservation Librarian to ensure safe handling of materials and strategies for preserving damaged or at-risk items
* Writing reports and recording of files
* Answering phone calls and researcher’s enquiries
* Assisting to manage the cataloging and metadata workflow for the department
* Assisting and providing information to the users and researchers
* Collaborates with colleagues working in areas of collection management, rare book cataloging, preservation and digitization
* Serves as professional Librarian and performs other duties assigned for the efficient of the Library system.
* Promoting the Library’s resources to users and researchers
* Learning and embracing new skills, strengths, and responsibilities as necessary in a constantly growing, shifting and evolving environment.

**KEY QUALIFICATIONS**

* Licensed Professional Librarian.
* Competent in written and oral communication skills in English and the Vernacular.
* Proficient in MS Office and the Internet.
* Knowledgeable in library management and library skills.
* Good interpersonal skills.
* Policy adherence and awareness.
* Effective at multi-tasking.
* Positive working attitude.
* Self motivated and independent.
* Friendly, open minded and team player.
* Service oriented.
* Open to try new things.

**EDUCATIONAL BACKGROUND**

***BACHELOR OF LIBRARY AND INFORMATION SCIENCE GRADUATED***

***University of Santo Tomas JUNE 2008 – MARCH 2012***

***Manila, Philippines***

**ON THE JOB TRAINING**

* University of Santo Tomas Miguel de Benavides Library (June-October 2011)
* Supervising and assisting students and researchers
* Designed bulletin board
* Attending users and visitors enquiries
* Answering phone calls
* National Library of the Philippines (November-December 2011)
* Indexing journals
* Catalog different types of library materials in different formats
* Assigned Dewey Decimal Classification for each material
* Assigned Library of Congress Classification for each material
* Make subject heading for each material
* Department of Health– National Epidemiology Center Library (January-February 2012)
* Answering telephone calls and inquiries
* Assisting staffs, doctors and researchers to the materials they need.
* Colegio de San Juan de Letran Library (February-March 2012)
* Shelf reading
* Printing spine call numbers
* Updating call numbers
* Supervising students
* Designed bulletin board

**SEMINARS ATTENDED**

* Philippine Foundation for Library Scholarship Inc. lecture-forum on “Looking at Ourselves: Philippine Librarianship in an Age of Uncertainty” -Jose Rizal University Auditorium,Jose Rizal University,Mandaluyong, September 24, 2009
* Philippine Foundation for Library Scholarship Inc. lecture-forum on “The changing World of Library and Information Science” - Miguel de Benavides Library Conference room, UST, March 13, 2010
* Philippine Librarians Association Inc, National Capital Region Librarians Council lecture-forum on “Read, Connect and Innovate” -SMX Convention Center,Mall of Asia,Pasay City, September 15, 2010
* Philippine Librarians Association Inc, University of Santo Tomas Library Science Alumni Association lecture forum on “ Library 2.0 Geared towards the Changing Information Landscape” -SMX Convention Center,Mall of Asia,Pasay City, September 15, 2011

**PERSONAL DATA**

***DATE OF BIRTH*:** July 10, 1991 ***CIVIL STATUS*:** Single

***PLACE OF BIRTH*:** Manila, Philippines ***RELIGION:*** Roman Catholic

***AGE*:** 25 ***NATIONALITY*:** Filipino

*I hereby that the above information is true and correct to the best of my knowledge*

YVON KRYSTELLE B. AGRAAN

Applicant’s Signature