 Gayle

[Gayle.365847@2freemail.com](mailto:Gayle.365847@2freemail.com)

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| **DETAILS** |  | Gayle Moya Matshanga is a young female University graduate. She is a multilingual Christian. She is a budding information professional who has a passion for knowledge work as well as for Information technology as a media for knowledge and information sharing. |
| **Skills & Abilities** |  | **Professional Abilities**   * Organisation of Knowledge including Classification Cataloguing, Acquisitions and Indexing * Collection Development (both print and Electronic/Online) * Budgeting, Monitoring and Evaluating Library Usage , Record Keeping, Issuing of Information Materials, * Reference work and daily query attendance at Circulation Desk Researching Information Retrieval form both onsite and offsite sources. * Database creation and management * Marketing of the library (via traditional methods such as posters, flyers and online via social media, blogs to name but a few. * Ability to manage library collection   **Other**   * Research Skills * Communication Skills * Proficiency MS Word, Spreadsheet * Database design, website design and networking. * Internet Research, * Time Management Skills, * Public Relations. |
| **Experience** |  | Brand Ambassador at Steward Bank April2016-to date Marketing ,information dissemination, data collection and cashing takings ,receipting ,issuing of bank cards and answering queries pertaining to the brand. I.T OFFICER, Buzz Internet CAFE June 2015-to date  Performed software installation, computer maintenance, budgeting, research, printing, scanning, photocopying and internet research as well as general management and public relations. Teacher/Librarian, Mahlathini and Hopefountain Primary School September 2013-April 2014  Performed teaching duties as well as managed a relative collections. At Mahlathini managed to forge partnerships that opened a library, practiced information literacy training as well as circulation and marketing. Assistant Librarian, Bulawayo Public LIbrary August 2011-August 2013  **Duties and Responsibilities.**   * Maintaining files of materials on order / in process in such a manner that will permit all staff members to use them with ease. * Checking Catalogue to prevent duplication. * Unpacking, sorting and checking in books. * User needs assessment so as to aid selection. * Making follow-ups and claims for unfilled orders. * Worked at all of the Library`s specialized sections and managed special collections, * Additionally l did money collection, * Switchboard management, * Circulation, Filing, Reference, Shelving, Research Onsite and Online, Shelving, Query Handling, Printing. Photocopying, Binding, Collection Development, running the library`s in-house internet café. |
| **Education** |  | National university of science and technology: DEGREE in Library and information science (2.1 aggregate) St Columba’s Three A levels  8 O levels (including Math’s and Science as well as English. |
| **Personal Atrributes** |  | * Self- starter with ability to work with or without supervision * Well groomed and professional * Ethical * Honest and Hardworking * Self –motivated and Results oriented |
| **Leadership** |  | Project Management as manager of Buzz Internet Café. Ran several marketing projects at the Bulawayo Public library. |