Gayle

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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.
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| **Experience** |  | Brand Ambassador at Steward Bank April2016-to dateMarketing ,information dissemination, data collection and cashing takings ,receipting ,issuing of bank cards and answering queries pertaining to the brand.I.T OFFICER, Buzz Internet CAFEJune 2015-to datePerformed 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 SchoolSeptember 2013-April 2014Performed 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 LIbraryAugust 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.
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| **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
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| **Leadership** |  | Project Management as manager of Buzz Internet Café. Ran several marketing projects at the Bulawayo Public library. |