



April Joy Lopez




Registered Librarian

To obtain a position in a professional environment where my skills are valued and can benefit the organization.

Profile

Age: 26 years old
Gender: Female
Civil Status: Single
Date of Birth: April 16, 1996
Nationality: Filipino
Father's Name: Alex M. Lopez
Mother's Name: Ofelia G. Lopez

Contact

 +63 9630265300
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 Galorosa Street, Brgy. Talisay
Sorsogon City

Special Skills

- Reference services
- Cataloging, Organizing and Interpersonal communication
- Library Management
- Administrative Management
- Strategic Planning
- Library Budgeting
- KOHA and SLIMS Library Systems
- Records and Database Management
- ICT Skills

Academic History

Cebu Normal University
Masters in Library and Information Science
2021 - Present


Leyte Normal University
Bachelor of Library and Information Science
2012 - 2016

Notre Dame of Jaro
Jaro Leyte
2008 - 2012


Brgy. Sta. Cruz Elementary School
Brgy. Sta. Cruz Jaro, Leyte
2002 - 2008

Character Reference


Ms. Andrea Advincula

Phoenix Publishing
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Ms. Luisa Dery

St. Louise de Marillac College
Human Resource Officer
marillac_sor@yahoo.com
+63 9284454948 

Ms. Pamela Pagalan

Visayas State University
Librarian
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+63 9263680284 

Achievements

Certificate of Recognition

Leyte Normal University, Tacloban City
March 22, 2016

Outstanding Performance in Library and Information Science

(In Campus Practicum)
Leyte Normal University, Tacloban City
March 18, 2016

Service and Cooperative Award

Leyte Normal University, Tacloban City
March 18, 2016

Professional Career

To provide the leadership and expertise necessary to ensure that the school library program is aligned with the mission, goals, and objectives of the school and is an integral component of the learning/instructional program.

Head Librarian

April 2019 - Present

St. Louise De Marillac College of Sorsogon Burgos Street, Talisay Sorsogon City

JOB DESCRIPTION

- Interprets objectives and disseminate information on LRC services.
- Purchasing, cataloging, classifying, circulating, and preserving library items.
- Protect and keep the library's information, books, and other materials.
- Formulates a three year improvement plan of projects and activities and implements policies to secure the fullest use of the library by the students and faculty members.
- Work with faculty and administration to achieve the school's main objective.
- Supervise and guide library staff.
- Manage two libraries (Basic Education and Higher Education).
- Plan and create activities to promote library literacy.
- Take an active part in school advancement and accreditation activities in order to help the school achieve its core mission.

School Librarian

April 2017 - April 2019

St. Joseph Catholic School 36 Molave St. Project 3, Quezon City

JOB DESCRIPTION

- Assigned to work closely and manage the school library.
- Conducts bibliographic instruction to faculty and students.
- Manages the library arrangement.
- Prepares the budget for book purchases and work with the faculty member for selection of reading materials.
- Prepares the annual library budget and implement the library's development plan.

Trainings and Seminar

- Fostering Research and Data Analytics in the 21st Century Librarianship
- Library Leadership and Management
- Fostering Customer Satisfaction
- PLAI National Congress 2021 "Outcomes. Outreach. Outstanding." Libraries Building ROADS: Readers. Opportunities. Advocacies. Development. Sustainability.
- Libraries: Preserving and Promoting Knowledge
- 31st Library and Information Services (LIS) Month "Libraries Building ROADS: Readers, Opportunities, Advocacies, Development, Sustainability."
- Infographics: It's ABC's for all Purposes
- Libraries as Catalyst in the New Normal Environment : Changes. Reforms. Transformation.
- ECM: Purchasing eBooks the Easy Way

I hereby certify that the above information are true and correct to the best of my knowledge and beliefs.