

RUVILYN ALTES IDLISAN

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CAREER OBJECTIVE

To render quality library and customer services through my gained competencies, skills and knowledge about library and information science, and librarianship.

EDUCATION

**Bachelor of Library and Information Science
(2018-2022)**

Cum Laude

Leyte Normal University, Tacloban City

WORK EXPERIENCE

Administrative Aide I COS

**EASTERN VISAYAS STATE UNIVERSITY-
MAIN LIBRARY** – October 3, 2022 - Present

- Assign at Filipiniana and General references section.
- Provide and take-charge customer services to all library clients specifically:
 - Items lost and found.
 - Reference services.
 - Referral letter.
- Provide bibliographic or list of references for different programs for AACUP and COPC compliance.
- Take charge on distribution and sending of survey questionnaires.
- Assign in inputting bibliographic records in the Follet system.

SEMINARS ATTENDED

- “Promoting IDEA (Inclusivity, Diversity, Equality, and Anti-Racism in the Libraries”) – August 3, 2023.
- “Futured-Ready Libraries: Strengthening Risk Management in the Libraries” – June 8, 2023
- “All Rights Reserved! Compliance of Library Services Law” – April 29, 2023

- “Digital Security: Current Efforts and Emerging Practices In Securing Library Systems” – April 24, 2023.
- “Best Practices in File Naming in Libraries and Archives” – April 21, 2023
- “Accessing And Citing Open Access Electronic Resources” – March 31, 2022

SKILLS

- Microsoft Office
- Cataloging using DDC
- Interpersonal Skill
- Creative
- Can work under pressure