

# ERIKA VIVIENE TISTON

03/23/1992



## WORK EXPERIENCE

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06/2014 - Now

**ASIAN DEVELOPMENT FOUNDATION COLLEGE**

**HEAD LIBRARIAN**

- Drove expansion of library collections and programs in response to students and faculty needs and special requests.
- Scheduled and coordinated use of library equipments among teachers and Staff.
- Managed reserve desk collection of reference materials.
- Repaired or replaced damaged items to maintain continuity of service.
- Stayed abreast of latest trends and strategies in field by reading trade publications and attending conferences.
- Assisted students in locating and using library resources and assisted teachers with materials needed to enrich classroom instruction.
- Located requested books on shelves and in library database and fetched items for patrons.
- Oversaw and updated map collections.
- Gathered and utilized diverse technologies for modern and more effective education.
- Trained Staff, students and faculty on use of library technology.

## EDUCATION

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06/2010 - 05/2014

**Bachelor's degree**

**LEYTE NORMAL UNIVERSITY**

- Major in School Librarianship
- Book Enthusiasts Club Member
- Student Assistant for 2yrs.

## SKILLS

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- Cataloging, Classifying, Indexing and Abstracting reference materials
- Organizational Skills
- Knowledge of circulation procedures
- Guiding students
- Works well independently

## PERSONAL INFO

09773133795

evtiston23@gmail.com

PH1 BLK3 LOT21 V&G SUBD. Tacloban City

- Familiar with new technologies
- Social Media Knowledge
- Verbal and Written Communication
- Advanced knowledge of Microsoft Office Suite
- Friendly
- Team Collaboration
- Collection development
- Collection Analysis
- Recordkeeping
- Information Sources
- Answering Research Questions
- Interlibrary loan processes
- Instruction
- User Access
- Copyright law

## SELF-EVALUATION

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Librarian well-versed in all aspects of library systems and management. Extensive experience in library operations, collection analysis, policy development and intellectual freedom.