Grace Holloway

Library Aide

Columbus, OH • (614) 555-0136 • grace.holloway@email.com
linkedin.com/in/graceholloway

SUMMARY

Library aide with 2 years in an elementary school library of 14,000 books serving 520 students. Runs circulation, sets up book displays and leads small-group read-alouds, with clear communication for students, teachers and parents. Brings strong interpersonal skills and a calm presence during busy class visits.

SKILLS

- **Circulation**
- **Destiny Library Manager**
- **Read-Alouds**
- **Shelving**
- **Book Displays**
- **Collection Maintenance**
- **Google Classroom**
- **Microsoft Office**
- **Interpersonal Skills**
- **Communication**

EXPERIENCE

Library Aide 08/2024 - Present

Cherry Bottom Elementary School Columbus, OH

Full-time aide in a K-5 school library serving 520 students and 30 teachers.

- Process circulation for 25 class visits a week in Destiny Library Manager, checking 900+ books in and out.
- Lead small-group read-alouds for kindergarten and first grade, reaching 120 students each month.
- Maintain shelving and labels for a leveled-reader collection of **3,000** titles so students find books fast.
- Track overdue and lost books and send friendly parent notices, recovering 85% of items by year end.

Teacher Assistant 06/2023 - 07/2024

Little Scholars Learning Center Columbus, OH

Preschool and after-school program for 60 children.

- Supported 2 lead teachers in a classroom of **18** preschoolers with reading and art activities.
- Organized the center's picture book library of 600 titles by theme and reading level.
- Communicated daily with parents at pickup and wrote weekly notes on each child's reading progress.

EDUCATION

Associate of Applied Science 05/2023

Columbus State Community College Columbus, OH

Early Childhood Development and Education

CERTIFICATES

Educational Aide Permit

Ohio Department of Education and Workforce

07/2024