Connor Walsh

LIBRARY ASSISTANT I

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Summary

Library Assistant I at a 23-branch county library system, working the public service desk 30 hours a week. Handles circulation, holds, library card sign-ups and basic reference services in Polaris, and supports weekly children's and adult programs. English graduate with nearly 2 years of bookstore sales and readers' advisory behind the desk.

Skills

- Circulation
- Polaris
- Reference Services
- Readers' Advisory
- Library Programs
- Book Displays
- Microsoft Office
- Customer Service
- Communication Skills
- Organizational Skills

Experience

Library Assistant I 03/2025 - Present

Capital Area Public Library Raleigh, NC

Public service role at a busy suburban branch of a 23-branch county system.

- Process 250+ circulation transactions a shift in Polaris, including holds, renewals and fee payments.
- Guide patrons to books, databases and public computers, handling 40+ reference questions a day.
- Coordinate room setup and materials for 3 weekly programs, including toddler story time and resume help.
- Design **4** themed book displays a month, choosing titles that are usually checked out within the first week.

Bookseller 06/2023 - 02/2025

Oak City Books Raleigh, NC

Independent bookstore with 30,000 titles and weekly author events.

- Provided readers' advisory to 50+ customers a day and placed about **40** special orders a week for hard-to-find titles.
- Received and shelved 1,000+ new books weekly using the store's inventory system and kept sections in order.
- Hosted 2 monthly book club meetings with an average of 18 attendees and wrote the discussion guides.
- Built a staff-picks table that sold 120+ books a month and drew regular customers back each week.

Education

Bachelor of Arts 05/2023

North Carolina State University Raleigh, NC

English