Rebecca Tanaka

LIBRARY SPECIALIST

Madison, WI • (608) 555-0153 • rebecca.tanaka@email.com • linkedin.com/in/rebeccatanaka

SUMMARY

Library specialist with 6 years in academic resource sharing, running interlibrary loan and document delivery for a university library system. Processes 9,000 requests a year in ILLiad and OCLC WorldShare, tracks copyright compliance and reports monthly statistics in Microsoft Excel. Works without close supervision and rebuilt the unit's workflows and training guides.

SKILLS

- Interlibrary Loan
- ILLiad
- OCLC WorldShare
- Document Delivery
- Copyright Compliance
- Alma
- Microsoft Excel
- Course Reserves
- Self-Starter
- Communication Skills

EXPERIENCE

Library Specialist 08/2022 - Present

Lakeshore State University Libraries Madison, WI

Resource sharing lead for a library system serving 28,000 students and faculty.

- Manage borrowing and lending for 9,000 interlibrary loan requests a year in ILLiad and OCLC WorldShare.
- Cut average article delivery time from 4 days to **36** hours by moving scanning to a same-day schedule.
- Review every copy request against CONTU guidelines and keep copyright compliance records for annual audits.
- Build monthly Microsoft Excel reports on fill rates and costs for the head of access services.

Library Assistant 06/2020 - 07/2022

Capitol Area Technical College Madison, WI

Access services role at a 2-campus technical college library.

- Processed **200+** document delivery requests a month and scanned chapters for online course reserves in Alma.
- Wrote 12 step-by-step guides for circulation and interlibrary loan tasks used to train new staff.
- Resolved patron account and billing questions by email with a 2-day average response time.
- Shipped and tracked 80+ returnable loans a month to partner libraries with no lost items in 2 years.

EDUCATION

Bachelor of Arts 05/2020

University of Wisconsin-Madison Madison, WI

History