Jamal Carter

Media Center Assistant

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SUMMARY

Media center assistant at a 2,400-student high school, handling circulation, textbook distribution and device checkout for students and staff. Brings 2 years of public library desk experience, keeps records accurate in Destiny and supports the media specialist with displays, research visits and reading events.

SKILLS

Circulation • Destiny • Textbook Distribution • Device Checkout • Research Databases • Book Displays
Shelving • Microsoft Office • Customer Service • Communication

EXPERIENCE

Media Center Assistant 07/2025 - Present

Lake Barton High School Orlando, FL

Support role in a high school media center open to 2,400 students and 150 staff.

- Process **2,400** textbook and laptop checkouts each August in Destiny, then track returns and fines through May.
- Run the circulation desk for 300+ student visits a day, enforcing pass and noise policies kindly and consistently.
- Support the media specialist on 10 class research visits a week, setting up databases and pulling print sources.
- Build monthly book displays and promote 3 reading events a year, including a Black History Month book talk series.

Library Clerk 06/2023 - 06/2025

Pine Castle Public Library Orlando, FL

Part-time desk role at a public library branch while in college.

- Checked out and returned **250+** items per shift and issued library cards with ID and address checks.
- Shelved and shelf-read the teen and adult fiction sections, keeping misshelved items under 2% on audits.
- Guided patrons through public computers, printing and the online catalog during evening and weekend shifts.
- Answered 30+ phone calls a shift on renewals, holds and hours, logging patron questions for the branch manager.

EDUCATION

Associate of Arts 05/2025

Valencia College Orlando, FL

General Studies