

# Mikayla

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# Miller

1633 S Bumby Avenue  
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LIBRARIAN

## Objective

Seeking a position in the field of public librarianship.

## Employment

### WINTER PARK LIBRARY

Library Assistant | December 2019 - Present

As a library assistant I provide excellent and safe service daily within the circulation department. In my time in this position I have shown initiative, responsibility, leadership, and teamwork to execute such projects as the community garden, patron catalog tutorials, the seed library, and more.

### HYATT REGENCY ORLANDO

Cocktail Server | September 2011 - February 2021

As a cocktail server within the convention hotel Hyatt Regency Orlando I provided exceptional service and hospitality to an international clientele (pre-COVID).

## Affiliations

- American Library Association
  - Public Library Association
  - Ethnic and Multicultural Information Exchange Roundtable
  - Social Responsibilities Roundtable
  - Sustainability Round Table
- Women's Club of Winter Park

## Education

### University of South Florida

- MA Library and Information Science
- Projected Graduation 8 August 2021
- 4.0 GPA

### University of Central Florida

- BA Religion and Cultural Studies
- Graduated 2019 Cum Laude
- President's Honor Roll

### Valencia College

- Associate of Arts 2016
- President's List

## Skills & Abilities

- **Library Systems:** Horizon, CarlX, Carl Connect, Carl Discovery.
- **Microsoft:** Word, Excel, PowerPoint, Office
- **Google:** Docs, Slides, Drive, Sheets
- **Transactional Systems:** Aloha, Micros, Clover
- **Academic Writing:** MLA, APA, Chicago Turabain
- Display Maintenance
- Event Planning and Procedures
- Customer Service Skills
- Academic Research Skills
- Teamwork and Collaboration Skills
- Digital Literacy Skills
- Information Literacy Instruction
- Video Making and Screen Recording
- Canva documents and presentations
- Wix website editing and maintenance