

DUSTIN K. LOWE

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EXPERIENCE | PAGE AND ASSISTANT LIBRARIAN

RICHWOOD LIBRARY, PART TIME MAR. 2018 – PRESENT

- Performed circulation activities including checking materials in and out, troubleshooting library technology, and opening and closing library.
- Administered the Local History Room and lead a digitization project in collaboration with Ohio Memory.
- Resolved patron needs through exemplary customer service and extensive knowledge of library procedures.
- Meticulously organized and shelved catalog of a large number of books and magazines.
- Maintained displays of books and historical objects.
- Assisted the Children Services Librarian with various programs.

NON-PROFIT INTERNSHIP

DELAWARE HISTORICAL SOCIETY, PART TIME JAN. – MAR. 2020

- Wrote various articles for the Delaware County Historian Newsletter which is published biannually.
- Researched and catalogued historical artifacts via PastPerfect museum software.

SECRETARY AND CUSTODIAN

KEN DAVIS & SONS, PART TIME AUG. 2013 – SEP. 2014

- Performed general cleaning duties including collecting and removing the trash, surface disinfecting, sweeping floors and cleaning mirrors.
- Stocked merchandise and horseshoe supplies in the warehouse and front store area.
- Worked on various secretarial duties for the office such as filing order paperwork.

EDUCATION | THE OHIO STATE UNIVERSITY

2016 – 2020

- Bachelor of Arts, Major in English
- Minor in History

SKILLS & ABILITIES

Library Skills:

- Cataloging
- Detail Oriented
- Library Services
- Library Collection Management
- Dewey Decimal System

Writing and Tech:

- Proficient in Microsoft Office
- Editing
- Creative Writing