

# Angel Marie Jacoby

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## Objective

Experienced administrative professional working to begin a paraprofessional Library Science career. Helping the community as a Library Aide - providing exceptional customer support, connecting patrons with services and resources. Expanding Library Technical Assistant education and skillset.

## Education

**College of DuPage | Glen Ellyn, IL** 2019-2021

Associate in Applied Science: Library and Information Technology, Academic Honors, 4.0/4.0

**Related Coursework:** Acquisition | Cataloging and Classification | Essential Library Workplace Skills | Library Technology | Readers' Advisory | Reference and Information Services | Serving the Public

**LTA Practicum Portfolio:** [www.angeljacob.com](http://www.angeljacob.com) | **College LTA Club:** Vice President

**Elgin Community College | Elgin, IL** 2018-2020

Associate in Arts with High Honors, PTK Honor Society member, President's List for two years, 4.0/4.0

## Skills

- Customer Service
- MS Office Suite
- Google Workspace
- ILS - Polaris (Leap)
- Genealogy Research
- Interlibrary Loan
- Classification Systems
- Material Processing
- RFID and 3M Security

## Experience

**Elgin History Museum | Elgin, IL** 2021-Present

Volunteer Docent

- Welcome visitors, register members, staff gift shop, and direct callers, aiding Museum operations
- Organize special events by arranging tables, creating signs, and pricing items, increasing profits
- Utilize PastPerfect Museum Software assisting collection archiving and indexing projects
- Educational programming aide, helping provide engaging experiences for School/Group Programs

**Fox River Valley Public Library District | East Dundee, IL** August 2021-December 2021

LTA Practicum Intern

- Use Polaris ILS to reserve, renew, and discharge materials, improving circulation processing time
- Assist patrons by answering questions and locating materials, promoting use of library resources
- Maintain library collection by cataloging, sorting, and shelving materials according to procedure
- Perform basic library tasks, supporting Librarians by freeing up valuable time for more vital duties
- Compiled a library Genealogy Resource Guide project: [www.frvpld.info/genealogy-resource-guide](http://www.frvpld.info/genealogy-resource-guide)

**Gail Borden Public Library District | Elgin, IL** 2017-Present

Library Volunteer

- Participate in event setup, cashiering, and program staffing, facilitating smoother library functions
- Contribute to Genealogy Review Project helping clear collection space for incoming donations

**Carolyn A. Smith, Realtor | Evanston, IL** 2016- 2017

Personal Assistant

- Aided Ms. Smith as a non-licensed real estate assistant, helping to run a satellite home office
- Input listings, scheduled appointments, entered billing, and filed records, maximizing efficiency

**Jameson Sotheby's International Real Estate | Evanston, IL** 2004- 2016

Listing Coordinator

- Oversaw real estate listings of three offices, maintaining board and state paperwork compliance
- Managed marketing orders and billing (signs, photos, floorplans, etc.), enabling listing advertising
- Brokered contact between realtors, administration, service vendors, buyers, and sellers