Flynn Ware

14698 Superior Road, Cleveland Heights, OH 44118

flynnnnnware@gmail.com

(216) 218 2503

# **SUMMARY**

Continue working in Libraries and Information Institutions outside of college campus work study, working to help create and maintain spaces that are welcoming, easy to navigate, and informational.

# **EXPERIENCE**

September 2021 - Current. Projected end in May 2023.

Present **Federal Work Study, Employed at campus Library at College for Creative Studies in MI**

* Checking out books and checked in returned books
* Helping patrons with questions such as locating books and whether books were available for check out
* Shelving returned and new books in stacks
* Straightening and rearranged books as necessary
* Pulling books for holds
* Fulfilling book scan requests
* Relocating books from stacks to storage
* Maintaining appearance of stacks and library space
* Shifting
* Helping students with using the library webpage, and navigating the online databases.
* Dissemination of library event promotional materials
* Packaging books and dvds for MeL loans

## Oct 2019-

## March 2020

## Federal Work Study, employed at on campus Vallade Gallery at College for Creative Studies in MI

## Oversaw Gallery operations

## Answered questions from patrons and connected them to my supervisor for purchase inquiries

## Maintained cleanliness of gallery

## Opened and Closed Gallery

# **EDUCATION**

May 2019 **High School Diploma with Honors distinction**

*Cleveland Heights High School | Cleveland Heights, OH*

Ongoing **Bachelor of Fine Arts**

*College for Creative Studies | Detroit, MI*

* Major: Illustration

# **SKILLS**

* Knowledge of Library of Congress
* Efficient and Accurate shelving
* Drawing and Illustration
* Customer Service

# **Professional References**

* Brooke Lowe,Research and Instruction Librarian, College for Creative Studies
* Amy Mackens, Access Services Manager, College for Creative Studies