

LACY YEAGLE

CONTACT



PROFESSIONAL SUMMARY

Proficient library clerk with multiple years of customer service.

SKILLS

- Three years of front desk experience.
- Highly-motivated organizer that demonstrates efficient clerical skills.
- Multiple years of experience in data entry and record keeping.
- Excellent keyboarding and office administration skills.
- Effective interpersonal communication skills.
- Six years of classroom experience, student interaction, as well as staff and parent collaboration.

EXPERIENCE

Library Clerk 2016-2019

*Chillicothe Ross County Public Library – Howard S. Young Branch
Frankfort, Ohio*

- Worked in public service areas: including answering reference and information questions; checking materials in and out; answering the telephone; issuing borrower's cards; processing materials, shipments; reports; and shelving.
- Provided prompt and courteous customer service to library patrons: answered reference questions in person or by telephone; helped patrons locate library materials; and responsible for maintenance of library collection and equipment.
- Maintained patron accounts including payments for fines and fees.
- Maintained files, records, and statistics.
- Filed materials for review or processing.
- Planned and delivered library programs for adults and children.
- Opened and closed the facility; maintained library space to ensure it was orderly and neat.

Substitute Teacher 2011-2012

Scioto County Schools

- Classroom instruction for New Boston City School.
- Fulfilling teacher lesson instructions and monitoring classroom activity.

Third Grade Teacher 2004-2010

Valley Elementary, Lucasville, Ohio

- Classroom instruction and student discipline.
- Collaborated on instruction for students with IEPs.
- Planned and instructed using a variety of teaching methods and materials to engage students in learning and encourage ownership.
- Collected, organized, and used classroom data to assess student progress and develop instruction.
- Collaborated with staff to develop curriculum.
- Conducted parent conferences to discuss student progress.
- Maintained student data and records.

Summer School Teacher 2004

Stanton Primary, New Boston, Ohio

- Classroom instruction and student discipline.
- Created and implemented lesson plans.
- Assessed, collected, and organized student data.

EDUCATION

Bachelor of Science in Education with Licensure in Early Childhood Education (Grades PreK-3), Cum Laude 2004

Shawnee State University, Portsmouth, Ohio

Secondary Education 2001

Valley High School, Lucasville, Ohio

COMPUTER SKILLS

- Proficient in keyboarding/Windows, Excel, Microsoft Word, Outlook, proficient in internet skills, e-mail, data entry, Workflows, etc.

