

Margaret Finley

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Focused on details and going the extra step to help those around me.

EXPERIENCE

Orange County Library System, Orlando, FL — Special Services Clerk, Orlando Public Library

March 2020- Present

Pull paging lists. Checkout materials to customers, ensuring the correct method for delivery. Process mail for postal customers. Verify routes boxes for accuracy. Ring through returns at the end of the day. Update PEP card stats daily. Run daily department stats when needed. Shelf read the Vault when possible. Resolve items on the stuck holds list when time allows. Coordinate Orange Crate program with Assistant Manager.

Orange County Library System, Orlando, FL — Branch Circulation Clerk, Herndon Branch

May 2019- March 2020

Registered new card members and explained services and benefits of the library system. Developed and presented programs for both children and adults. Performed all daily duties of a branch clerk, including shelving, assisting customers, maintaining the lease recall list, and helping customers with our equipment.

REC Media Group, Orlando, FL — Office Manager

August 2013 - April 2019

Organized all files, all supplies, and equipment storage areas. Handled warranty and repair claims on equipment. Created all music cue sheets for every episode of every show turned in for broadcast.

Orlando Outfitters, Orlando, FL — Shipping Manager

June 2010 - August 2013

Processed and shipped all eBay and Internet orders. Organized back room on a continuous basis as needs changed. Performed inventory checks.

Planet Digital, Orlando, FL — Office Manager

September 2000 - May 2005

Set up credit card processing and trained on how to collect sales tax in order to open up a new line of income with CD replication. Priced and managed all CD replication jobs. Wrote employee handbook to be in compliance with federal and state regulations.

SKILLS

Organization

Proofreading

Process development

COMMUNITY INVOLVEMENT

Wrote articles for Audubon Park Garden District newsletter

Served as Service Project Chair for Cub Scout Pack 63 from 2015-2018

Headed Publicity team for ICAN of Orlando's Central Florida Mom Prom in 2015 and 2016

Volunteer as PTSA Treasurer at Lake Eola Charter School from 2016- present

Neighborhood Watch block captain from 2013-present

WPRK 91.5fm, Winter Park, FL — DJ

1997-present

Completed all DJ training. Learned all new equipment as it was introduced. Mentored new DJs. Volunteered time for events, including concerts, fundraisers, and staffing various spots in “Adopt a Precinct” during voting. Maintained records for all playlists, in manual and eventually digital formats.

EDUCATION

University of South Florida, Tampa, FL — *MLIS in progress*

January 2021- Present

Currently enrolled in classes; Expected graduation December 2023

Rollins College, Winter Park, FL — *BA (Anthropology)*

January 1995 - May 1999

Received the 1999 Academic Achievement in Anthropology Award

Martin Methodist College, Pulaski, TN

August 1995 - December 1995

Participated in dinner theater and traveling choir