

OLIVIA TORRES

LIBRARY ASSISTANT

CONTACT

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- ot-youthservices-libraryassistant.carbonmade.com

EDUCATION

2008 - 2012

ART INSTITUTE OF LAS VEGAS

- Bachelors of Science in Media Arts & Animation

2004 - 2008

CHAPARRAL HIGHSCHOOL

- High School Diploma

SKILLS

- A.P.I.C. Graduate 2025
- C.E.R.T. Certification 2024
- CPR Certified 2024

SOFTWARE

- Microsoft Suite
- Adobe Suite
- Cricut Design Space
- Canva Visual Suite
- Paint Tool SAI
- Completed 3D Printing Test

LANGUAGES

- Spanish - Proficient

WORK EXPERIENCE

Summerlin Library

MAR 2023 -- PRESENT

Full Time Youth Services Assistant

- Graduated from the A.P.I.C. Program in 2025 and continuing training to improve supervisor role and skills.
- Participates in the Teen Team Committee to help collaborate with brainstorming activities and designs for teens.
- Organizes and schedules Teen Volunteer Orientations and training for new Teen Volunteers.
- Assists patrons with connecting their library accounts to our numerous electronic databases.
- Collaborates on presentations and budgeting for programs to aid in budget and material requests.
- Supervises presentation and quality of youth services craft stations during signature events.

Clark County Library

JUL 2021 - MAR 2023

Part Time Youth Services Assistant

- Designs and maintains multiple book displays with passive program activities for families.
- Gives patrons tours of the children's department and aids in library card registration and procedures.
- Conducts multiple programs and events teaching patrons beginning illustration skills and crafts.
- Maintains a flexible schedule in order to assist with staff coverage and projects in other departments.
- Receives and labels new library material before placing it on shelves or the appropriate displays.
- Assists patrons in locating and requesting materials as well as navigating them through our resources.

Clark County Library

AUG 2021 - JUL 2021

Library Aide I

- Fulfills daily tasks of shelving library material as well as locating requested items.
- Assists patrons with any questions or services they're in search of.
- Keeps children's department clean and organized; assists in setting up displays and event preparation.
- Works alongside staff with checking in and quarantining materials being sent to the Sort Room.
- Organizes books in proper order, checking material for damage, and removing them from the shelves.
- Adheres and enforces library policy and procedures.