

Patrick McCarty

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PROFESSIONAL EXPERIENCE

JONES MARKET, Livingston, Louisiana United States

Stock Clerk, Sep 2005 – May 2006

- I was responsible for stocking groceries on shelves, cleaning the floors, making sure all items are fronted and bringing the buggies in from the parking lot. I also helped unload groceries for delivery.

BOOKS-A-MILLION, Hammond, Louisiana United States

Bookseller, Jun 2006 – Mar 2007

- I was responsible for shelving books, assisting customers with their needs, checking out customers at the front desk, making sure the bookstore is tidy and neat and being a vital asset for customer service.

LIVINGSTON PARISH PUBLIC LIBRARY, Livingston, Louisiana United States

Library Assistant, Jul 2007 – Jul 2014

- I was initially hired as a part-time employee. My duties included, shelving books, checking out patrons, making sure the books in our collection were shelved properly, making deliveries to branches when need be and assisting my superiors at the library with anything they may need.
- I was hired full-time upon graduating from college, in February 2012. Some of my responsibilities remain the same but I'm required to shelve books, work at the front desk quite often, work at the reference desk, tend to patrons needs, concerns and questions, while making sure our collection of books is neat and orderly. I use programs like Microsoft Word and other related programs to perform many of the jobs that are assigned to me. I still make deliveries, to other branches, as a fill in for the gentleman who's normally responsible for this task. I'm also responsible for setting up chairs and tables in our conference room, for special programs and classes that our library has to offer.
- I occasionally do paperwork tasks for my manager and I'm an instructor, for a series of computer classes that our library offers.

JACKSON-HINDS LIBRARY SYSTEM, Jackson, Mississippi United States

Library Branch Supervisor/Manager Aug 2014-Jan 2016

- I was hired as Branch Supervisor for the Bolden-Moore Public Library. My duties included coordinating and planning events. Attending managerial meetings while offering ideas and suggestions to help improve the library system.
- I ordered items to improve and grow our collection. I also assisted a senior citizens group which we shared the facility with. I formed a great bond and relationship with the community and reached out to them by providing programs, lectures and other educational and informative events.
- I have experience doing money deposits for the library on a daily basis.
- I'm at the Charles W. Tisdale Library Branch which is considerably larger than my previous branch with a larger staff that I manage and more responsibilities.

IRISH CULTURAL MUSEUM, New Orleans, Louisiana United States

Administrative Assistant, Feb 2016-Present

- My duties include working with different nonprofit organizations and entities to promote the museum.
- Engaging in outreach activities to provide knowledge and info pertaining to the Irish in New Orleans and the impact they had.
- I plan programs and events for the museum.
- I'm in contact with the Irish Consulate in Austin, TX and other Irish institutions and organizations who are extremely helpful and beneficial to our museum and all that we offer to the public.
- I offer tours of our museum to interested parties and individuals.

EDUCATION

Doyle High School, Livingston, Louisiana United States

High School Diploma, May 2006

- I qualified for technical tops while finishing with an above average GPA
- I was awarded the honor and integrity award.

Baton Rouge Community College, Baton Rouge, Louisiana United States

General Studies, May 2010

- I graduated with an associate's degree in general studies and made honor roll.

Southeastern Louisiana University, Hammond, Louisiana United States

General Studies, Dec 2011

- I graduated with a bachelor's degree in general studies but have over thirty hours of political science credits and other social science credits. I've qualified for Dean's List. I made a 3.0 a number of times and finished with a solid overall GPA. I was also a proud and active member of the Catholic Student Association and the SELU Lions for Life organization.

ADDITIONAL SKILLS

- I'm a dedicated worker, who enjoys learning and taking on responsibilities. I enjoy being around books and enjoy helping people in any way possible. I'm an active person, who walks constantly and doesn't mind working hard. My superiors have had nothing but positive things to say about me and I appreciate the guidance and wisdom, they've instilled, over the years.
- I'm a team player, who's willing to help and contribute, in any way I can.
- I've been involved in clerical and administrative work for the Livingston Parish library for over half a decade now.
- I now have a year of managerial experience with two different library branches.
- I'm obedient, helpful, honest, gregarious, upbeat, positive, respectful and businesslike.
- I have experience working in museums and promoting cultural exhibits and programs.