

## Jaime Bravo

1858 N. Western Ave, Chicago, IL 60647

773 822 4282

Jaime@brownlibrarian.com

## EDUCATION

Dominican University, River Forest, IL

Masters of Library and Information Science

DePaul University, Chicago, IL

Bachelor of Arts in Psychology, Concentration Industrial Organizational Psychology

Harold Washington College, Chicago IL

Associates of Arts, Concentration in Social Work with Youth Work

## SKILLS

**Language:** Fluent in Written and Verbal Spanish.

**Technology:** Proficient in Microsoft Office, Experience working with Adobe Pro, After Effects and Photoshop, Silhouette Studio, Vinyl Cutters, Digital Photography, Digital Audio, 3D Printing and Stop Motion Animation.

## EXPERIENCE

Chicago Public Library/Legler Branch Library

Teen Library Associate

Nov 2014 -Present

- Acts as person in charge when needed, resolving and troubleshooting patron and staff issues.
- Supervise and mentor 2-4 summer interns every summer.
- Create and execute teen programs related to Connected Learning principles, that incorporate STEM and literary elements, such as maker workshops or digital skill-building.
- Develop and maintain strong supportive relationships with local schools, community groups and agencies to plan and deliver programs and services that meet the needs and interests of local teens.
- Assist in circulation desk procedures, such as checking in and checking out materials, registering patrons and collecting fines..
- Maintain program records and prepare monthly reports with statistical program information.

Advance Resources/Rudy Lozano Library

YOUMedia Specialist

May 2014 - Jun 2016

- Created and maintained a supportive environment that is conducive to skill and adolescent development based on teen-interests, peer, and inter-generational collaboration.
- Answer inquiries, assist and educate participants in computer related workshops.
- Manage social media sites to promote the program and showcase students work.
- Input daily attendance and workshop participation into Cityspan website.

Chicago Board of Education

Office Intern

Oct 2013 - Sep 2015

- Provided coverage in reception tasks including greeting guests and referring callers to appropriate CPS departments.
- Assisted in monthly board meetings, preparing documents, registering public speakers and observers.
- Supported Chief of Staff and Board Secretary with tasks related to reviewing/scanning contracts, creating spreadsheets, researching board reports using programs such as Docstar and Oracle.
- Assisted in archive department by completing research request and facilitating research meetings.

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Advance Resources/Little Village Library

Cyber Navigator

Jun 2011 - May 2014

- Conducted one-on-one tutoring and instruct classes on a variety of technology related subjects.
- Developed individual learning plans for patrons that enroll in One-on-one sessions.
- Instructed patrons with email and computer basics as well as resume writing and online research.
- Prepared flyers, brochures with informational programs and assistance for community outreach.

People Scout

Bilingual Recruiter

Sept 2012 – Aug 2013

- Conducted professional telephone interviews with individuals seeking employment with our clients.
- Evaluated responses to interview questions and scheduled candidates to the next phase.
- Recorded and compiled data from interviews, worked in projects to reach client's set objectives.

## **INTERNSHIP AND ADDITIONAL EXPERIENCE**

City of Chicago/Summer Learning Challenge

Digital Badge Intern

Jun 2013 - Aug 2011

- Educated youth about city wide digital badges at 30 public libraries in the Central District of Chicago.
- Built rapport with library staff, parents and youth to reach "Summer of Learning" program goals.
- Lead instructional workshops and, assist in data input of all attendance during Summer Learning Challenge in Chicago.

G2 USA

HR/Office Intern

Jan 2012 - Apr 2012

- Conducted research in Human resources and Personnel Psychology topics to promote productivity in the workplace.
- Collaborated with office manager to complete employee incentive and monthly evaluation project.
- Provided support by entering, formatting, and printing information; organizing work and maintaining equipment and supplies.