
Bridget L. Krejci

6054 118th Avenue

Bloomer, WI 54724

(715) 720-4570

lunk16@hotmail.com

Education

University of Wisconsin - Eau Claire, Eau Claire, Wisconsin
Organizing Media Library Science Course, Spring 2006

University of Wisconsin - Platteville, Platteville, Wisconsin
Bachelor of Arts in History, December 2001

University of Wisconsin - Oshkosh, Oshkosh, Wisconsin
General coursework, September 1997-May 1998

Professional Skills

- ◇ Windows XP, Microsoft Office programs, Netscape Communicator, and other various pc programs
- ◇ Accurate knowledge of grammar, spelling and filing
- ◇ Excellent communication skills
- ◇ Self-motivated and good public relation skills
- ◇ Ability to excel in a team orientated work environment

Employment Experience

Technical Services Librarian

G.E. Bleskacek Family Memorial Library. Bloomer, Wisconsin: April 2004-Present.

- ◇ Cataloging of various types of media/books. Correct and update any previous cataloging
- ◇ Assign and verify appropriate subject headings using the LC Subject Heading List
- ◇ Editing and adding MARC tagging of bibliographic records in the library's system
- ◇ Ensuring accuracy for all bibliographic records available to staff and the public
- ◇ Maintaining bibliographic and holding records for periodical titles
- ◇ Process new material for circulation; repair books and media as necessary
- ◇ Assist in training volunteers

Accreditation Support

Sterling Education Services. Eau Claire, Wisconsin: July 2003 – April 2004

- ◇ Assisting clients with accreditation questions via telephone
- ◇ Maintaining filing system for accreditation approval letters
- ◇ Working with a variety of people performing different team orientated tasks

Legal Assistant

Anderl Law Office, LLC. Chippewa Falls, Wisconsin: February 2002-May 2003

- ◇ Dictation of letters and drafting of office publications
- ◇ Drafting motions, affidavits, wills, and other legal documents
- ◇ Client assistance and other various office duties