ANTHONY HUA

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EMPLOYMENT AND EXPERIENCES

Circulation Specialist / Supervisor | University of Wisconsin – Madison   *08/2023 to Present*
- Serve as the main contact for campus-wide circulation services, resolving and troubleshooting a variety of non-routine account issues.
- Coordinate, hire, train, and supervise over 40 public-facing student workers across different service points of the building.
- Contribute to the development of circulation and supervisory policies while maintaining internal documentation of protocol.

Library Assistant (On-Call) | Springfield Public Library   *07/2022 to 08/2023*
- Supported day-to-day services, like circulating material and registering library cards while upholding and communicating library procedures.
- Educated and trained patrons on technology-based resources, like the use of online catalogues and computer hardware.

STEM Resource Center Support | Lane Community College   *12/2021 to 08/2023*
- Staffed the service desk, while supervising students and coordinating faculty to ensure consistent availability to the student body.
- Managed and supported all the center's service points, which includes running proctoring services, offering technical support, assisting tutoring, and connecting students to course specific resources & office hours.
- Catalogued and circulated the department's library of textbooks, models, and other check-out material using library management software Libib.

Math and Science Tutor | Academic Achievement Center   *11/2021 to 08/2023*
- Built positive relationships with and improves learning outcomes for students between 7th and 12th grade while tracking student progress using Oases software.
- Tutored in the following subjects: algebra, geometry, precalculus, calculus, statistics, chemistry, and physics.

EDUCATION

Bachelor of Science in Chemistry - University of Redlands, CA. 2016 to 2020
- Phi Sigma Biological Honors Society
- American Chemists Society (ACS) Certification

SOFTWARE:
- ExLibris Alma, SirsiDynix Workflows, and Libib for circulation and managing accounts
- HTML and CSS for front-end website development
- WCOnline, Oasis, and W2W for managing student shifts and tutoring appointments

SKILLSETS
- **Dewey Decimal Classification System:** for reshelving, shelf-reading, and shifting
- **Student Supervising:** Utilizing six years of experience, I take an approachable, compassionate, and growth-orientated approach to engaging with my student staff.
- **Commitment to Diversity:** I have helped lead workshops on cultural sensitivity and served as a mentor to underserved students through major life transitions.