

FREDERICK M. GUERRERO

Experienced Librarian

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Present Address: Philippine Address - 147 Marulas A. Caloocan City, Metro Manila 1400 Philippines

Professional Qualification

I'm an experienced professional librarian and have handled other key positions from the academic and specialized international institutions I have worked for. As a results-oriented professional, my primary goal is to advance my skills in the domain of librarianship, information literacy for the students, research assistance for our stakeholders, technology-based learning assistance & have a fundamental responsibility to the position in administering the library and delivering service to students, faculty and other users in an efficient manner. I'm also a team player-driven, passionate, and can quickly learn new procedures.

Currently, I'm working as a librarian in Dubai, the United Arab Emirates currently in charge of all aspects of the library works focusing on handling classes for information literacy sessions, faculty assistance on reference and research works, access services, organization, and classification of collection, and other major library tasks. Moreover, I started working in the Philippines as a library assistant, associate librarian and was promoted thereafter to library coordinator. Ten years of my library job focused on the delivery of comprehensive reference and research services utilizing a wide variety of technologies and formats. I have extensive experience training in leadership in planning, managing the budget, implementing and evaluating all services, reviewing the status of the physical facilities, and supervising the library staff. Apart from my work, I implemented best practices and the latest trends in librarianship and in technology and as appropriate to the library's mission and well versed in evaluating and assessing collections; identify and select materials to ensure comprehensive collection development. Actively promote the library and its leading-edge resources, services, and innovations.

Prior to my work engagement as a librarian, I was also given an opportunity to become a university professor in the Philippines for four (4) consecutive years and also engaged in consultancy work which I handled several major projects.

Professional Experience

Canadian University Dubai, Learning Resource Centre (LRC) – Dubai, United Arab Emirates

18th September 2016 – Present

Experienced Librarian (Assistant Librarian), key responsibilities:

- Information Literacy Teaching sessions – All professional librarians are required to handle IL sessions delivering the core idea of ALA & ACRL IL based framework. Usually, an average of 20 sessions for undergraduate level and 2 sessions for graduate level assigned to every librarian per semester.
- Reference and Research services – Responsible for the creation of research guides per assigned program (see sample [Research Guides](#)). Assist faculty on searching for relative peer-reviewed library materials (print and non-print) needed for teaching and research activity.
- Access services – providing customer service assistance to CUD community in terms of library resources (print and non-print). Working on the databases for research such as EBSCO (Art & Architecture Source); ProQuest Databases, Oxford Clinical Psychology, etc. Library Management System – Virtua 16.0, Summon 2.0, & ALMA Library Management System. Provides services to faculty on their research publication to be included in DSpace which are indexed in Scopus.
- Technical Services – Cataloguing of books, journals, etc. (Library of Congress Classification Scheme)
- Acquisition of Learning Resources - Acquisition of Instructional materials (ebook, print books, case studies, book chapter & readings for ILL)
- Organizing library events – Includes library events (library week celebrations), orientations, online database trainings for students and faculties.

Asian Institute of Management, Knowledge Resource Center (KRC) – Makati City, Philippines

1st March 2006 – 30th August 2016 (10 years & 5 months)

Library Coordinator, key responsibilities:

- Proposed to the library director short- and long-term plans for the library and related goals and objectives consistent with the university's and library's mission.
- Supervised library operations and manages library faculty and staff academic and research needs
- Assessed faculty library resources and service needs of academic programs and departments
- Responsible for overall collection development and submit the proposal to the library director and delegates specific areas of collection development to the librarians, and participates, when possible, in bibliographic instruction and reference service
- Prepares the library budget and supervised expenditures in the Library's annual operating budget, in consultation with the library director, and makes necessary decisions to effectively spend the appropriated budget
- Kept up-to-date with the library and information product and services industry and communicates regularly with aggregators and library management systems (KOHA)
- Served as the chief advocate and spokesperson for the library
- Assessed quality and effectiveness of programs and services and supported accreditation and Accreditation involvement of AIM Library in Association to Advance Collegiate Schools of Business (AACSB).
- Promoted library services by proposing a library marketing platform through the social media and by creating library guides, pamphlets, brochures.
- Identified and prepared report for the faculty publication written by AIM Faculty submitted to a peer-reviewed Journal. Assisted faculty for their faculty publication to be submitted to the National Library of the Philippines by creating a policy for submission. Created an online retrieval system for their submitted publications.
- As OIC, Head of the AIM KRC, I worked on the strategic planning, administrative, and budgetary functions of the department to meet the standards set by the management.

Associate Librarian, key responsibilities:

- Acquisition of Library and Business case studies Learning Materials (International and Local) – Involved in selection, assessment, purchase requisition, and payment of materials from Harvard Business Publishing case materials, CaseCentre (ECCH), Kennedy School of Government, etc.
- Technical Services – In-charged in cataloging and classification of learning materials using international cataloging and classification standards like AACR2R (RDA); DDC, LC, Subject Heading List (Sears List & LCSH); MaRC 21.
- Reference and Case Bank Services – Involved in customer's education about the library, preparation of subject bibliographies needed by the faculty, current awareness program/ SDI (per Area of Excellence), administer the maintenance of AIM Case Bank Online, Library orientation facilitator, bridging networks to other schools and international organizations, and circulation of other research and case studies learning materials.
- Administrative Services – In-charged in Library budget preparation; Inventory management; Faculty meetings; Library manual creation; and research representative to other Universities and organizations.
- Archives Management – coordinated and assessed resources that needs to be included in the Archives section; administered scanning and proper retrieval of documents.
- Core Competencies – Integrated Library Management Systems; Reference/ Information Literacy; Electronic Databases; Online Research; Program Planning; Benchmarking; Collection Development; Cataloging and Classification; Training and Development; Learning Management System for Library; Digital Rights Management using Adobe Acrobat; IT skills: Learning Management Systems Database, Adobe Acrobat; Maelisa Database; Records Management Database.

Library Assistant, key responsibilities:

- Prepared the statistical report for the Circulation services which includes borrowed books, library visits head count, and database usage

- Facilitated the inventory of library materials and prepared the report for any loss and missing items.
- Provided basic reference service to faculty, students, and staff
- Assisted library users in locating books, journals, library items and the use of OPAC (Online Public Access Catalogue)
- In-charged of shelving of books and other library materials.
- In-charged of shelf-reading of books and other library materials.
- Prepared and received overdue fines and submit it to the cashier/finance department
- In-charged of answering emails and phone enquiry

University of Santo Tomas, College of Education under the Department of Library and Information Science – Manila, Philippines

1st August 2016 – 30th June 2016

Adjunct Faculty (Part-time Instructor – Level 4), teaching responsibilities:

- I administered classes on Archives and Records Management and I.T. courses to Library and Information Science students

University of the East, College of Arts and Sciences under the Department of Library and Information – Manila, Philippines

Consecutively teaching from June 2011 – March 2015

Adjunct Faculty (Part-time Assistant Professor), teaching responsibilities:

- I administered classes on Reference and Information Services (IT-Based) and different types of librarianship including Academic librarianship, Special librarianship, and Information Sources & Services

Education

University of the East (Manila, Philippines)

- *Master of Library and Information Science* (2008 – 2010)
GPA: 1.50 (Highest Point Average: 1.0)
- *Bachelor of Science in Library and Information Science* (2001 – 2005)
GPA: 1.54 (Highest Point Average: 1.0)

Certification

- Certificate Equivalency for Master of Library and Information Science (Highest Degree) given by UAE, Ministry of Education – 8th August 2019 – *Equivalency No.: 201902697-1155856*
- ALMA ADMIN Certification (Ex-Libris) Library Management System – 6th August 2020
- Certification of Completion, Copyright for Educators & Librarians, Online course by Coursera – December 2018 – January 2019 (<https://www.coursera.org/account/accomplishments/verify/WR9STGLT8KLA>)
- Certification of Completion, Introduction to User Experience (UX Experience), Online course by University of Wisconsin, Madison (Extension) – October 2-November 10, 2017 (Continuing Education Unit Points 2.00)
- Professional Librarian Licensing Exam (PRC) in 2006 – Licensed Librarian, Philippines
- Certification in International Vocabulary, Grammar Booster Program, Business Writing and English Proficiency of International Language Academy Manila, Makati City – September 2011
- Invited as Resource Speaker of PAROA, (Archives and Digital Management), February 2016
- Academic Excellence Awardee for two consecutive semesters

Professional Association

American Librarian Association (ALA-International Librarians Membership-2018); Philippine Library Associations (UE-ASLIS, UELSSAI, PLAI, ASLP)

Character Reference

Available upon request.