

KARINE KNOPF

LIBRARIAN, MLIS

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EXPERTISE

Library Programming – Reader's Advisory – Research Skills – Customer Service – Community Outreach – Visual Displays – Office Administration – Data Analysis – Data Entry – Cash Handling – Organizational Skills – Creativity – Interpersonal Skills

WORK EXPERIENCE

CHILDREN'S LIBRARIAN I

August 2019 – February 2026

Charleston County Public Library / Charleston, SC

The Charleston County Public Library system provides the community with access to information, fosters lifelong learning, and enriches lives.

- Planned and lead story times and programs for preschool and elementary-age children
- Provided early literacy focused outreach services to assigned Charleston area preschools
- Designed and implemented visual displays and interactive reading areas to promote literacy
- Maintained the children's book collection through shelf reading and minor book repair
- Conducted library tours for school groups
- Performed circulation duties and reader's advisory at a busy children's service desk
- Helped patrons access materials through interlibrary loans
- Promoted and instructed the use of library digital resources and online tools
- Provided technical assistance with copy machines and public computers
- Created promotional posters and flyers for upcoming library events
- Gathered usage statistics and prepared routine reports

LIBRARY TECHNICAL ASSISTANT III

March 2016 – August 2019

Charleston Southern University / Charleston, SC

The L. Mendel Rivers Library supports the mission of Charleston Southern University by providing students with access to information resources.

- Provided clerical assistance to technical processing and administrative departments
- Ordered, received, and processed library materials
- Maintained accurate acquisition and documentation files
- Compiled financial spreadsheets and prepared departmental reports
- Ordered and maintained inventories of library and office supplies
- Received, sorted, and distributed incoming mail and packages
- Processed and documented incoming gift donations
- Maintained and updated Materials Safety Data Sheets to ensure compliance and accessibility

ADMINISTRATIVE CLERK II

November 2015 – February 2016

Berkeley County Library / Charleston, SC

The Berkeley County Library system seeks to fulfill its vision of a literate, informed, engaged, and enriched society by informing, inspiring, and illuminating the lives of patrons in the community.

- Provided front-line circulation desk services
- Assisted patrons with ready-reference questions, reader's advisory, and database searching
- Provided technical support for computer and printer services

WORK EXPERIENCE – CONTINUED –

CONFIGURATION MANAGEMENT CLERK

January 2015 – May 2015

Kearfott Corporation / Black Mountain, NC

The Kearfott Corporation creates guidance and navigation products for aerospace and defense industries

- Maintained classified engineering and manufacturing files, data, documents, and records
- Provided assistance to administrators, supervisors, and managers in preparing various projects and reports
- Researched various sources to gather and verify data
- Utilized Industrial and Financial Systems software for data entry

LIBRARY ASSISTANT IV

December 2002 – December 2014

Charleston County Public Library / Charleston, SC

The Charleston County Public Library system provides the community with access to information, fosters lifelong learning, and enriches lives.

- Designed and led preschool story times
- Developed and implemented programs for school-age children
- Provided reader's advisory and reference services for patrons of all ages
- Assisted in planning and presentation of summer reading activities
- Participated in outreach programs, including puppet shows and special events
- Shelved books and maintained the order of shelved materials
- Created posters and flyers to promote library programs
- Created bulletin boards and interactive reading areas to promote books
- Gathered statistics and prepared reports

SALES ASSOCIATE

2001 – 2002

Barnes & Noble / Mount Pleasant, SC

Barnes and Noble is a specialty retail bookstore.

- Sales
- Customer service
- Merchandising
- Cashier services

SALES ASSOCIATE

1998 – 2001

Biltmore Estate / Asheville, NC

The Biltmore Estate provides visitors access to America's largest home.

- Sales
- Customer service

RETAIL MANAGER

1995 – 1988

Anokhi / Boston, MA

Anokhi is a luxury boutique specializing in hand block printed home furnishings and clothing.

- Recruited, trained, and managed a staff of five sales associates
- Supervised merchandising, accounting, and payroll
- Increased sales revenue and met sales goals

EDUCATION

EDUCATION

MASTER OF LIBRARY AND INFORMATION SCIENCE | Youth Services
BACHELOR OF SCIENCE | Elementary & Early Childhood Education

Wayne State University | 2019
College of Charleston | 1994

WORK EXPERIENCE – CONTINUED –

TECHNICAL SKILLS

Microsoft Office – Google Workspace – OCLC ILLiad – SirsiDynix WorkFlows – HTML & CSS – Industrial and Financial Systems software

CERTIFICATION

The State of South Carolina Certificate of Librarianship: Professional Librarian

South Carolina State Library | 2023