

# **ALICE L. DEFRIEZ**

335 West 400 North  
Heber City, UT 84032  
**(435) 503- 0827**

**Email:** [alice5th@outlook.com](mailto:alice5th@outlook.com)

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Are you looking for someone who is hardworking, reliable, dependable and eager to learn? Then your search is over. I am responding to your job advertisement and I look forward to discussing this job opportunity with you.

As a college graduate in Paralegal Studies with an emphasis in Business Management, I have gained through study , internships and on the job training, many valuable skills that would be applicable to any office environment. I am a self-starter and work well under little to no supervision.

My salary requirements at a minimum \$60,000 a year. For the right situation, and benefits this is negotiable.

I have worked in a library environment starting out as a children's librarian. I have done everything from helping at the circulation desk to event programming, book events, parties, and marketing all library events.

I currently wearing a lot hats and help where I am needed! I maintain and update the library website, and the Wasatch County Historian and write a weekly Facebook posted called Wasatch Wednesdays #wasatchwednesdays. I am the social media manager, marketing director, event planner, and then, Librarian.

I am highly skilled in M.S. Office (Word, Excel, Powerpoint,) and have easily mastered other mainstream software programs including QuickBooks. I have during COVID-19 quarantine became a video producer, editor and distribution . I learned on the fly basic video editing for the Wasatch County Library.

I am an accurate proofreader and type 55 W.P.M. I am skilled in Photoshop, basic video development , graphic design, print design, flyers, brochure and basic web design.

I also have extensive experience in computer and internet related applications as well as troubleshooting those applications. I am a skilled photographer with a small business, I do mostly for fun.

My work can be viewed at [www.facebook.com/wasatchcountylibrary](http://www.facebook.com/wasatchcountylibrary), [www.wasatchlibrary.org](http://www.wasatchlibrary.org) and Youtube <https://www.youtube.com/channel/UCd32ZbNjalOUC50AsSHtQvg?>

I look forward to hearing from you.

Sincerely,

Alice L. DeFriez

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**Objective:** Librarian seeking employment in a positive, professional environment.

**Education:** Utah Valley University, Orem, UT Graduation: **August 11, 2003**

**Bachelor of Science Degree, Paralegal Studies**

Emphasis in Business Management

## Work History:

**Wasatch County Library**, Wasatch County, Heber City UT

### Promotions and Marketing

October 2018 to Present

- Event Coordinator for library party and Story times.
- Marketing Coordinator of library events
- Social Media Manager via Facebook and Instagram
- Promotions Coordinator for library programs, services and events
- Member of Utah Beehive Book Award Committee Informational (2015- Present)
- Graphic Design of flyers, brochures and signage
- Historian
- Video Producer
- Responsible for keeping Library Website current [www.wasatchlibrary.org](http://www.wasatchlibrary.org)

**Wasatch County Library**, Wasatch County, Heber City, UT

### Children's Librarian

March 2011 to Oct 2017

- Help Patrons Locate books
- Check books in and out
- Daily Shelf Children's Material i.e. Books, Movies, CD's
- Develop and Execute Summer Reading Program for Children
- Promote Children's Literacy Program
- Study, Read and Analysis Children's Literature
- Event Coordinator for library Party and Story times. □
- Marketing Coordinator of library events
- Social Media Manager via Facebook and Instagram
- Promotions Coordinator for library programs, services and events
- Member of Utah Beehive Book Award Committee Informational (2015- Present)
- Graphic Design of fliers, brochures and signage (samples available upon request)

**Kelly Educational Services**, Wasatch County School District, Heber City, UT

### Substitute Teacher K-5

Nov 2007 to Sept 2009

- Accurately follow and execute teacher's lesson plans.
- Maintained discipline and control of students
- Skilled in verbal and written communication

**Heber Photography, Heber City, UT**

### Owner/Head Photographer

2005 to Present

- Photography of nature, weddings, seniors
- [www.heberphotography.com](http://www.heberphotography.com) or Instagram @heberphotography