



Cecilia Parrish

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<https://github.com/CeciliaCodes>

PROFESSIONAL SUMMARY

Service-oriented Interlibrary Loan assistant with proven success helping patrons and librarians with routine needs and special projects. Dependable managing library materials, forms and payments. Self-motivated and committed to fostering superior guest service through efficient operations. Efficient in procuring PPE and other staff supplies.

SKILLS

- HTML
- CSS
- JavaScript
- Database Management
- OCLC and WorldCat
- Project organization

CERTIFICATIONS

Front-End Web Developer Fundamentals- Udacity

WORK HISTORY

INTERLIBRARY LOAN

07/2019 to CURRENT

McCracken County Public Library | Paducah, KY

- Located desired customer items through interlibrary loan system and coordinated deliveries.
- Processed customer fines and educated individual patrons on ways to minimize future charges.
- Organized and maintained detailed records for Interlibrary Loan on equipment use, materials logs and circulation activities.

PURCHASER

07/2019 to CURRENT

McCracken County Public Library | Paducah, KY

- Negotiated policies and contracts with vendors to achieve optimal pricing and consistent availability.
- Collaborated with buyers for special events and seasonal promotions to maintain adequate product stock and drive sales.
- Adjusted procedures as needed to maximize department effectiveness.
- Maintained complete documentation and records of all purchasing activities.

GRANTS ASSISTANT

07/2016 to 01/2018

City Of Frankfort | Frankfort, KY

- Supported efficient meetings by organizing spaces and materials, documenting discussions and distributing meeting notes.

- Managed office inventory by restocking supplies and placing purchase orders to maintain adequate stock levels.
- Created and updated physical records and digital files to maintain current, accurate and compliant documentation.

EDUCATION

Bachelor of Arts | Journalism

05/2017

Kentucky State University, Frankfort, KY

- Graduated magna cum laude
- Editor-in-Chief of Thorobred News, 2016-2017
- Member of English Honor Society

KNITTING

I've been knitting for ten years and every day I find something new to learn. Finding new combinations of stitch patterns and yarn colors is a joy of mine, and I love to share my work with others.