

# Cecilia L. Parrish

Entry-level web developer with strong creative and analytical skills. Motivated designer with experience creating custom websites through HTML and CSS.

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## EXPERIENCE

### **McCracken County Public Library, Paducah KY — Interlibrary Loan Assistant**

July 2019 - PRESENT

- Located and distributed over 1,500 items during 19-20 fiscal year.
- Average turnaround time: 1 day, 15 hours.
- Maintain records of equipment use as well as items received, stored, issued, and returned.
- Schedule, supervise, and train clerical workers.
- Created documentation for position and duties involved.

### **McCracken County Public Library, Paducah KY — Purchaser**

July 2019 - Present

- Work with a budget of \$840,000 for materials and supplies for library staff and public.
- Perform buying duties.
- Keep track of over 100 companies with which the library has contracts or accounts.
- Identify reliable sources from which to procure PPE.
- Maintain complete documentation and records of all purchasing activities.

### **City of Frankfort, Frankfort KY — Grants Assistant**

July 2016 - January 2018

- Supported meetings by documenting discussions and distributing meeting notes.
- Managed office inventory.

## EDUCATION

### **Kentucky State University, Frankfort KY — B.A. Journalism**

August 2014 - May 2017

Summa cum laude, Editor in Chief of Thorobred News 2016-2017.

## SKILLS

Google Suite

Adobe Suite

Microsoft Suite

Data Entry

Technical Writing

HTML

CSS

JavaScript

GitHub

Git