

Cecil Pearcy

Fort Collins, CO 80524

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Work Experience

Assistant Store Manager

Ace Hardware - Arlington, TX

October 2019 to August 2021

Ran the store in the absence of the manager, helped customers, and assisted employees.

Bindery Tech/Delivery Driver

Up Front Printing - Arlington, TX

April 2013 to September 2019

Delivered finished products business to business after completion of in-house Bindery requirements.

Bureau Liaison

U.S. Small Business Administration - Fort Worth, TX

September 2005 to January 2007

Liaison between SBA and IRS sharing documentation related to disaster relief claims resulting from Hurricane Katrina and Hurricane Rita.

Education

Certification in Paralegal Studies

Arlington Career Institute - Grand Prairie, TX

January 2005 to September 2005

Some college in Psychology 101, Physical Science

Clark County Community College - Las Vegas, NV

January 2000 to March 2000

Skills

- Research
- Legal Research
- Payroll
- Store Management Experience
- Microsoft Outlook
- Management
- Legal Drafting
- Case Management

- Negotiation
- Writing Skills
- Interviewing
- Communication skills
- Customer service
- Custodial experience
- Computer skills
- Proofreading
- Delivery Driver Experience

Military Service

Branch: United States Army

Service Country: United States

Rank: E3

November 1994 to July 1995

Certifications and Licenses

Non-CDL Class C

Food Handler Certification