

Kayla Cash

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Professional Summary

Master of Library and Information Science graduate with a background in Integrated Marketing Communications and experience in education and library services. Strong organizational, communication, and interpersonal skills with a passion for children's librarianship, early literacy, and public service. Dedicated to creating welcoming environments, supporting lifelong learning, and providing positive experiences for library patrons and the community.

Education

University of Southern Mississippi | Master of Library and Information Science | 2026

University of Southern Mississippi | Graduate Certificate in Youth Services and Literature | 2026

University of Mississippi | Bachelor of Science in Integrated Marketing Communications | 2023

Experience

Hope Sullivan Elementary | DeSoto County Schools

Instructional Assistant (July 2025 – Present)

- Support classroom instruction by reinforcing lesson plans, assisting with small group and one-on-one learning, and adapting materials to meet diverse student needs.
- Monitor student behavior, provide guidance, and help maintain a positive and structured classroom environment aligned with school policies.
- Collaborate with lead teachers and staff to prepare instructional materials, track student progress, and contribute to an inclusive and engaging learning atmosphere.

First Regional Library | Southaven, MS

Library Assistant (August 2023 – January 2024)

- Provided services at the circulation/information desk for children, teens, and adults, including readers' advisory and reference assistance.
- Offered friendly and professional customer service to library patrons and assisted with locating materials and services
- Managed the library's official Instagram page to promote programs, events, and new materials.

- Balanced cash drawers, recorded fines and fees, and maintained organized records.
- Shelved and organized library materials to ensure accessibility and order.

Skills

Customer Service • Library Operations • Microsoft Office Suite • Social Media Management • Content Creation • Canva • Organization & Recordkeeping • Communication & Teamwork • Teaching Support • Classroom Management • Professional Phone and Email Etiquette • Creativity

References are available upon request.