Earl Honeycutt

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EDUCATION: Clemson University, Clemson, SC   **May 2018**
    GPA: 3.81
    Bachelor of Science in Computer Science

    Furman University, Greenville, SC   **May 2013**
    Bachelor of Arts in Asian Studies

EXPERIENCE AND SKILLS:

Online Course Organizer, Clemson Computing and Information Technologies, Clemson, SC   **Summer 2016**

- Recorded, edited and uploaded 6 four-hour information technology seminars
- Managed OpenEdX Web development and website maintenance
- Facilitated interdepartmental and professional communication to pursue project goals, including developing and delivering a formal proposal

Chapel Administrative Assistant, Greenville, SC   **September 2011-May 2013**

- Assisted and greeted chapel visitors, resident groups, and university employees (ranging from 20-50 people)
- Took phone calls, performed administrative work and provided resource management
- Served as front desk customer service and aid for chapel visitors
- Set up and managed building events, including concerts and group meetings

Summer Residential Life Coordinator, South Carolina Governor's School for the Arts and Humanities, Greenville, SC   **Summer 2012**

- Encouraged a safe, friendly environment to facilitate learning for arts students
- Consistently managed large groups of students (15-25) through outings, activities, and residential spaces
- Fostered good attitudes, discipline, and healthy schedules
- Aided visitors and parents, provided phone-based and in-person customer service, and encouraged positive customer-employee relationships
- Clerical/office experience including: filing, scheduling, Microsoft Office Suite

PROGRAMMING LANGUAGE AND SOFTWARE PROFICIENCIES:

- C/C++
- Java
- Python
- Microsoft Office, Minitab, Adobe Creative Suite