

JM / JORDAN MITCHELL

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PROFESSIONAL SUMMARY

I am a motivated worker with a can do attitude. I have plenty of experience in Microsoft Office 365. I am always eager to learn and easily trainable. My previous work experiences have taught me excellent customer service skills, as well as being able to work with a team. I am currently enrolled in a programming bootcamp and have become familiar with HTML, CSS, and Javascript.

GitHub: <https://github.com/JMitchell95>

LinkedIn: <https://www.linkedin.com/in/jordan-mitchell-850228188/>

WORK HISTORY

Piedmont Atlanta Hospital - Patient Transporter

Atlanta, Georgia

04/2018 - Current

- Move patients throughout the campus in a safe and speedy manor.
- Completed online training modules relevant to job tasks, patient safety, and improving the quality of care.
- Responsible for monitoring the patient and providing indirect care.
- Developed interdepartmental collaboration skills necessary to provide high quality patient care.
- Worked together with clinical staff to prepare the patient for treatment.

Chick-Fil-A - Team Member

Tucker, Georgia, GA

04/2015 - 06/2018

- Responsible for guest quality assurance.
- Being attentive to the needs of the guests.
- Keeping the restaurant's various stations stocked and clean.
- Responsible for ensuring a pleasurable dining experience.

Chick-Fil-A Inc. - Team Member

Stonecrest, Georgia, GA

SKILLS

- Willing to Learn
- Communications
- Computer Hardware Maintenance and Troubleshooting
- Software Troubleshooting
- Microsoft Excel
- Microsoft Word
- Microsoft Outlook
- Organization
- Customer Service
- JavaScript
- CSS
- HTML

EDUCATION

GEORGIA TECH PROGRAMMING BOOTCAMP

Georgia State Perimeter College

Clarkston, Georgia

2014-2017

Computer Science

DeKalb Early College Academy

Tucker, Georgia

2014

High School Diploma

