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| James **Rankin** | (770) 335-8884 |
| www.linkedin.com/in/jrankin7 |
| Graphics Design, IT Support, English Tutor/Essay Review | withoutreason231@gmail.com |

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| EDUCATION |
| * Graduated Druid Hills High School (2009) * Graduated Georgia Perimeter College (2015): Associate of Arts (History) Degree * Georgia State University, Class of 2018   + Bachelor of Arts: English with a focus on Literature, 3.7 GPA   + Member of Sigma Tau Delta: International English Honors Society |

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| WORK HISTORY |

2015 – Current: **Publix Supermarkets Incorporated:** *Front Service Clerk*

* Bagging groceries, collecting carts, opening and closing store, and providing customer service.
* Constantly helping other departments in my downtime so we all get our work done faster.
* Coordinating logistics for my department to keep cleaning supplies stocked.

2007 – Current: **Volunteer Work:** *Volunteer*

* Project Open Hand, Free Clinics, Atlanta Community Food Bank

2013 – 2014: **The UPS Store:** *Packaging and Shipping Expert*

* Packaged and shipped products of all shapes and sizes around the world.
* Managed the store while the owner was absent; acting as a shift supervisor and trained new employees.
* Filled countless orders for small and large businesses; shipping, drafting, graphic design, printing, delivering scientific equipment to the CDC, and providing IT support for my store.

2009: **Druid Hills High School Wrestling Team:** In my senior year of high school, I created and maintained the web pages for the school wrestling team.

* Lead Web Developer: I ran my own business and set my own hours.
* Maintained web pages with information on matches, win/loss information, and profiles on players and their coach.
* Designed custom graphics and images and wrote my own code.

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| SKILLS AND HIGHLIGHTS |

* **Computer and AV Hardware:** 
  + Able to build and repair computers and servers.
  + Experience with setting up AV equipment.
  + Experience in IT services and maintenance and support ticket software.
* **Graphic Design:** Proficient in Photoshop and GIMP.
* **Writing and Technical Writing:**
  + Experience drafting and editing advertisements, reports, and other English documents.
  + Experienced in coding languages: HTML, Java, and Javascript.
* **Teaching and Tutoring:** 
  + Long history of tutoring spoken and written English. Essay review and tutoring.
* **Excellence in Customer Service**
  + Polite and easy to establish a rapport with.
* **Problem Solving and Self Teaching:** 
  + Extremely proficient at using search engines such as Google to quickly teach myself new skills.
  + Taught myself computer code, how to build my own computer, taught myself German, taught myself construction skills for building a house, and a multitude of other skills.