

Caleb Smith
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Objective: To gain work and life experience

Education:

- Mills High School, Scholars Program –Graduation May 2015
- University of Central Arkansas – Fall 2015 through Spring 2016
- University of Arkansas at Pulaski Tech – Summer of 2018 through Spring 2019
 - Associates Degree: Liberal Arts and Sciences – Spring 2019
- University of Arkansas at Little Rock – Fall 2019 through current
 - Major: Mass Communications; Motion Pictures
 - Minor: I.T.
 - Expected Graduation: December 2021

Experience:

- November 2021 - current, Receptionist, **North Hills Animal Hospital**, Sherwood, AR
- October 2019 – November 2021, Customer Service Associate, **Walgreens**, Sherwood, AR
 - Customer service assistance, cash handling and other retail duties
- September 2017 – August 2019, Courier, **Wright, Lindsey and Jennings**, Little Rock, AR
 - Deliver mail, file paperwork, make court runs to file legal papers for the law firm, and other duties as identified
- July, 2016 – September 2017, Associate, Men's Department Lead, **Shoe Carnival**, North Little Rock, AR
 - Worked on cash register daily, customer service and prepared department for new shipments, rotating stock, and inventory
- May – August 2015 Floor Staff, **Regal Cinema** McCain Mall, North Little Rock, AR
 - Worked in the box office selling tickets, concession and kitchen making and selling food, and usher. Customer service experience

Qualifications

- Intermediate skill in HTML coding
- Basic skill in Javascript coding
- Proficient in Microsoft Office
- Proficient in Adobe Premier Editing software
- Basic skills in Photoshop
- Ability to write clear, grammatically correct documents
- Eye for detail
- Technical research experience
- Customer service experience
- Written and Directed 3 Short Films

Interests

- Photography
- Puzzles
- Chess
- Recording gameplay, commentary, and editing

https://www.youtube.com/channel/UCHzTi2ehuNhbohWZ1VNfAhA?view_as=subscriber

References:

- Joy Meredith – Supervisor, **Shoe Carnival**
Phone: (501)-554-0180 Email: jrmeredith20@gmail.com
- Kathy Whitmer – Supervisor, **Shoe Carnival**
Phone: (501-766-4310)
- Jamie Rollans – Former Teacher, **High School**
Phone: (501) 663-0048 Email: jrollans_mills@yahoo.com
- 4. Kenneth Eddington – Former Supervisor, **Walgreens**
Phone: (870) 329-2833