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](mailto:jrollans_mills@yahoo.com)

4. Kenneth Eddington – Former Supervisor, **Walgreens**

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