

Jacob Smith III
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About me:

A Computer Information Systems student at the University of South Carolina with hands-on experience in customer service. Seeking a position as a South Carolina Grown Marketplace Sales Associate to apply and further develop my skills in customer relations and sales.

Education:

University of South Carolina
Bachelor of Science in Computer Information Systems
Expected to graduate in 2027

Work Experience:

-Cashier

Mahuron's Building Supply, Williston, SC

[Dates: June 2024 - Aug 2024 (Summer Position); Nov 2020 – Aug 2023]

- Assisted customers in finding and selecting building supplies to meet their needs.
- Handled the checkout process, ensuring accuracy in transactions.
- Provided support in loading and carrying out items for customers.

-Cook and Cleaner

Little Howie's, Bamberg, SC

[Dates: Feb 2020 – Sep 2020]

- Prepared and cooked food items according to restaurant standards.
- Verified that orders were accurate before serving them to customers.
- Maintained a clean and organized kitchen environment.

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South Carolina House of Representatives, Columbia, SC

[Dates: January 2024 - May 2024, Jan 2025 – May 2025]

- Provided support to representatives during legislative sessions.
- Ran errands and assisted with tasks for office staff and across buildings around the Statehouse.
- Ensured smooth operations by addressing any immediate needs during sessions.

Skills:

- Customer Service
- Cash Handling
- Basic Inventory Management
- Computer Skills