JOHN BENJAMIN MITCHELL
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Career Summary

I am a senior at the University of Arkansas at Little Rock with experience working in an office setting. I have front desk experience and am used to working directly with the public. I have experience working with multiple programing languages including HTML5, CSS, Javascript, C#, PHP, Mysql, and Java. Proficient in various software's including Microsoft Visual studio 2017, NetBeans IDE Build 201804200002, MySQL Workbench 8.0 CE, eclipse, IntelliJ IDEA Community Edition 2016.3.3, and Microsoft project.

Professional Experience

Bauxite City Hall, Bauxite, Arkansas
Administrative Assistant 01/2017-01/2018

Responsible for aiding in daily business routine.
- Responsible for entering traffic tickets into database.
- Partially responsible for taking payments from customers and issuing them receipts.
- Developed simple website to aid customers. Bauxitearkansas.weebly.com
- Responsible for answering the phone, taking messages, answering questions, and directing calls. .
- Responsible for keeping inventory of office supplies and ordering more when necessary.
- Responsible for basic janitorial tasks.

Education

A.S. in Liberal Arts and Sciences, Pulaski Technical College, Little Rock, Arkansas