## **John Benjamin Mitchell**

### **Contact Information**

Mobile: 501-650-2510 (Feel free to call or text me)

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Alt Email: jbmitchell1@ualr.edu

Benton, AR 72015

## **Summary**

Hello, my name is John Benjamin Mitchell. I recently completed my undergraduate degree in information science at the University of Arkansas at Little Rock. My interests include web development and database technology. I have experience working with multiple programing languages including HTML5, CSS, Javascript, C#, PHP, Mysql, and Java. I am currently looking for an entry level job in the field of information Technology so that I can gain experience.

## **Experience**

### **Administrative Assistant**

### **Bauxite City Hall**

### **6055 Stanley Circle**

### **Bauxite, AR 72011**

### **March 2016 - February 2018**

### **Job Responsibilities:**

* **Responsible for entering traffic tickets into the database.**
* **Partially responsible for taking payments from customers and issuing them receipts.**
* **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.**

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### **AM Prep Cook**

**Applebee's**

**17348 Interstate 30 S 30**

**Benton, AR 72015**

**February 2018 - January 2020**

**Job Responsibilities**

* **Maintaining Cleanliness Standards**
* **Following Recipe Guidelines**
* **Uphold Healthcode Procedures**
* **Assist in Inventory when Requested**

## **Education**

**B.S. in Information Science, University of Arkansas at Little Rock, Little Rock, Arkansas**

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

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## **Skills**

* HTML5
* CSS
* Javascript
* PHP
* Java
* C#
* MYSQL
* Mobile Web Development
* Some Experience Working With APIs
* Microsoft Office
* User Interface Design
* Can type 40+ WPM
* Front Desk Experience

**Soft Skills**

* Communication
* Problem Solving
* integrity
* professionalism
* Critical Thinking
* Empathy
* Flexibility
* Research
* Quick Learner
* Patience
* Work ethic