**John Benjamin Mitchell**

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(501) 650-2510

jbmitchell1.github.io/portfolio/

**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