

JEFFREY MITCHELL

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EDUCATION

Bachelor of Computer Science: Computer Science, Springfield, MO, *Missouri State University* Aug 2022-Jun 2024

Associate of Arts, Springfield, MO, *Ozark Technical Community College* Jan 2015-Jun 2016

EXPERIENCE

Inventory Specialist

WIS International, *San Diego CA*

Jul 2020-Feb 2021

- Accurately and quickly take inventory of many different stores with different methods and environments.
- Work with clients to make sure job is done correctly and to their standards

Vendor Agent

CSLLC, *Springfield MO*

Mar 2021-Mar 2023

- Consistently one of the top sales agents on my team
- Managing customers' accounts and orders daily

Office Assistant

MSU ITC Department, *Springfield MO*

Mar 2023- present

- Great people as they enter the office.
- Answer phone calls with great customer service skills

SKILLS

Languages: C, C++, Python

Web development: HTML, CSS, Bootstrap, JavaScript

Able to quickly adapt to new environments and new systems being used

Very comfortable with Microsoft Office Suite

Highly motivated and love learning new things and solving complex problems

Communicate clearly and precisely with customers, coworkers, and management daily to ensure highest level on satisfaction and productivity

RELEVANT COURSE WORK

- CSC 335 Database System Concepts
 - Creating databases using **PostgreSQL**
 - Writing efficient queries in **SQL**
- CSC 365 Internet Programming
 - Front end development using **HTML**, **CSS**, and **Bootstrap** framework
 - Using JavaScript for front and backend development
- CSC 325 Algorithms and Advanced Data Structures
 - Implementing common sorting algorithms such as Quicksort, Merge sort, insertion sort, as well as understanding their time and space complexities
 - Abstract data structures such as priority queue, map, heap