James Wharton

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jameswharton.tech

Summary

Efficient with learning new software

- Learned and utilized software including *TN3270* and *Medl* at maximum speed within the first month of joining a company
- Achieved high speed processing capabilities using warehouse inventory control software, regularly hitting a standard 8-hour day's work in 4

Able to code using multiple languages

- Recently completed the C#, HTML/JavaScript, and Java course at Ranken Technical College

Proficient with inputting data at fast speeds

- Worked with driver license data while managing lines, maintaining a rate of 5 minutes per transaction

Unwavering Eye to Detail

- Maintained accurate records of warehouse inventories, correcting many incorrect entries

Experienced with working alongside clients/customers

- Accepted input from customers on renewal/duplication/replacement of licenses and ensured they received the best care possible
- Sanitized for office workers throughout their evening, establishing a clean and safe environment
- Currently tutoring students at Ranken Technical College and helping ensure that they are getting the best education possible

Education

Ranken Technical College   **Wentzville, MO**

Associate of Science in Computer Technology (In progress)   2021- Ongoing

Relevant Experience

Elle Management   October 1st – June 1st, 2021

License Clerk   January 2nd, 2020 – August 11th, 2020

Audit Member   November 21st, 2021 – April 10th, 2022

References Available Upon Request