

Michael Payton

Atlanta, Georgia | michaelpayton124@gmail.com | 706-443-4998

Professional Experience

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| 02/2021 – present
Atlanta, GA | Archivist (Student Assistant), Georgia State University <ul style="list-style-type: none">Scanned and digitized a variety of media for archival with Georgia State University.Revised and corrected files to meet proper archival guidelines.Operated a variety of scanners and image software.Independently managed projects from start to finishAssisted new hires with learning tasks. |
| 05/2023 – 08/2023
Carrollton, GA | General Laborer, Ed Miniat <ul style="list-style-type: none">Ensured products were boxed, labelled, and stored appropriately.Assisted in smooth flow of product lines at every stage.Operated pallet jacks to move items as needed.Assumed leadership duties when necessary.Assisted with setup and cleanup of lines at the beginning and end of each shift. |
| 06/2021 – 08/2021
Franklin, GA | Cashier, Circle K <ul style="list-style-type: none">Processed transactions in a friendly and professional manner.Assisted customers with carrying and loading items as needed.Stocked items and supplied fresh foods daily.Cleaned in and around store daily.Answered questions about merchandise from customers.Assisted with other tasks as needed. |

Education

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| 08/2020 – present
Atlanta, GA | Computer Science, Georgia State University
Relevant Coursework: Computer Networks, System-Level Programming, Algorithms, Operating Systems, Computer Architecture
GPA: 4.12
Made President's List every semester since Fall 2020 |
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Skills

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| Java | Critical Thinking |
| C | Multitasking |
| UNIX | Results-driven |
| Python | Teamwork/Collaboration Minded |
| Assembly | Problem Solving |

Languages

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| English
Native Speaker | Spanish
Working Proficiency (Georgia Seal of Biliteracy) |
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