

# Nathan Hartzell

2015 SAWGRASS DRIVE \* LITTLE ROCK, AR 72212 \* (501) 319 – 3779 \* NAHARTZELL@UALR.EDU

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## Performance Profile

Amateur IT worker with 8 years practice designing and implementing computer applications. Demonstrated ability to develop high-performance applications and interfaces.

- Skilled trainer and proven leader
- Exceptional time management and problem-solving skills
- Strong history of excellent customer service
- Effective communication skills

## Technical Skills

**Operating Systems:** Windows (7, 8, 8.1, 10), Android, iOS, Linux

**Languages:** VB, Java, C++, C#, JavaScript, HTML, CSS ,SQL

**Software:** MS Office, MS Visual Studio, Eclipse, BlueJay, Android Studio

## Professional Experience

David's Burgers \* Little Rock, AR

Oct. 2016 – Feb. 2017

- ✓ Maintained high standards of customer service during high-volume, fast-paced operations
- ✓ Communicated clearly and positively with coworkers and management
- ✓ Mastered point-of-service (POS) computer system for automated order taking
- ✓ Handled currency and credit transactions quickly and accurately
- ✓ Followed procedures for safe food preparation, assembly, and presentation
- ✓ Took initiative to find extra tasks when scheduled duties were completed

Party City \* Little Rock, AR

Feb. 2017 – Present

- ✓ Maintained high standards of customer service during high-volume, fast-paced operations
- ✓ Communicated clearly and positively with coworkers and management
- ✓ Mastered point-of-service (POS) computer system for automated order taking
- ✓ Handled currency and credit transactions quickly and accurately
- ✓ Took initiative to find extra tasks when scheduled duties were completed
- ✓ Maintained inventory and controlled stock
- ✓ Resolved complaints promptly and professionally
- ✓ Trained new staff members

## Education

Little Rock Central High School

2014 - 2018

University of Arkansas – Little Rock

2018 – Present

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## References

Ted Mitchell

Co-Owner

Party City of Arkansas, Little Rock, AR

(501) 804 – 5979

Mitchell Keathley

General Manager

Party City, Little Rock, AR

(501) 551 – 8103

Ben Mills

Assistant Manager

David's Burgers, Little Rock, AR

(501) 687 - 7804