



# Nneka L. Greer

[ngreer@ualr.edu](mailto:ngreer@ualr.edu)

## *Abilities & Skills*

HTML & CSS

Wordpress

MS Office

Google Suite

Adobe Photoshop, Illustrator, Premier Pro

documentation using database system

strong communication and teamwork skills

detail- oriented

## *Related Experience*

[Wordpress blog](#)

## *Education*

**University of Arkansas at Little Rock**

**May 2021**

*Bachelors in Web Design & Development*

- *Minor in Information Technology*
- *Minor in Digital Graphics*

**U of A Pulaski Technical College**

**May 2018**

*Associates of Science in Liberal Arts & Science*

## *Employment*

**Walmart Supercenter- Sherwood, AR**

**April 2016 – current**

*CAP 1 (Inventory); Apparel Associate*

- Using company equipment to scan backroom bins
- Stamping, attaching or changing price tags on merchandise, referring to price list
- Stocking shelves, racks, cases, bins, and tables with new or transferred merchandise

- Answering telephone calls and responding to inquiries or transfer calls

**JCPenney- NLR, AR**

**November 2014 – April 2016**

*Customer Care Specialist (shoe dept.)*

- Placing merchandise orders online for customers
- Locating mismatch shoes and processing stolen/lost shoes
- Creating displays for each style and color of the shoes
- Scanning shoe stockrooms and working the report

### ***Internships***

**University of Arkansas at Little Rock- LR, AR**

**January 2019 –May 2019**

*UALR Writing Center (UWC) Tutor Intern*

- Improving writing skills of students on campus at all stages of the writing process
- Assisting clients with their writing related technology needs
- Contributing to group projects in service of the UWC

**Big Brothers Big Sisters of Central Arkansas - NLR, AR September 2017 –December 2017**

*Volunteer Intern*

- Handling phone inquiries, copied and filed document.
- Entering contact information into a computer database system (AIM website).
- Using Microsoft Outlook to report to supervisor.
- Assisting with the Victory over Violence campaign aimed at improving the community through mentorship.