

# John Benjamin Mitchell

## Contact Information

Mobile: 501-650-2510 (Feel free to call or text me)

Email: benmitchell1175@gmail.com

Alt Email: jbmitchell1@ualr.edu

Benton, AR 72015

## Summary

Hello, my name is John Benjamin Mitchell. I recently completed my undergraduate degree in information science at the University of Arkansas at Little Rock. My interests include web development and database technology. I have experience working with multiple programming languages including HTML5, CSS, Javascript, C#, PHP, Mysql, and Java. I am currently looking for an entry level job in the field of information Technology so that I can gain experience.

## Experience

### Administrative Assistant

#### Bauxite City Hall

6055 Stanley Circle

Bauxite, AR 72011

March 2016 - February 2018

#### Job Responsibilities:

- Responsible for entering traffic tickets into the database.
- Partially responsible for taking payments from customers and issuing them receipts.

- Responsible for answering the phone, taking messages, answering questions, and directing calls.
- Responsible for keeping inventory of office supplies and ordering more when necessary.
- Responsible for basic janitorial tasks.

## AM Prep Cook

### Applebee's

17348 Interstate 30 S 30

Benton, AR 72015

February 2018 - January 2020

### Job Responsibilities

- Maintaining Cleanliness Standards
- Following Recipe Guidelines
- Uphold Healthcode Procedures
- Assist in Inventory when Requested

## Education

B.S. in Information Science, University of Arkansas at Little Rock, Little Rock, Arkansas

A.S. in Liberal Arts and Sciences, Pulaski Technical College, Little Rock, Arkansas

## Skills

- HTML5
- CSS
- Javascript
- PHP
- Java
- C#
- MYSQL
- Mobile Web Development
- Some Experience Working With APIs
- Microsoft Office
- User Interface Design
- Can type 40+ WPM
- Front Desk Experience

## Soft Skills

- Communication
- Problem Solving
- integrity
- professionalism
- Critical Thinking
- Empathy
- Flexibility
- Research
- Quick Learner
- Patience
- Work ethic