WORK EXPERIENCE

HOME INSTEAD SENIOR CARE, Mountain Home, AR

Data Entry | Jun 2016 – Aug 2016

- Compile, sort and verify the accuracy of data before it is entered
- Locate and correct data entry errors, or report them to supervisors
- Maintain logs of activities and completed work

High School Intern | Aug 2016 – May 2017

- Find and retrieve information from files in response to requests from authorized users
- Place materials into storage receptacles, such as file cabinets, boxes, bins, or drawers, according to classification and identification information
- Answer user inquiries regarding computer software or hardware operation to resolve problems
- Set up equipment for employee use, performing or ensuring proper installation of cables, operating systems, or appropriate software
- Provide users with technical support for computer problems

EDUCATION

MOUNTAIN HOME HIGH SCHOOL, Mountain Home, AR

High School Diploma, May 2017 | 4.0 GPA

JOHNS HOPKINS UNIVERSITY, Baltimore, MD

Bachelors Candidate; Mathematics & Physics Major,
Expected graduation, May 2021

ADDITIONAL SKILLS

- Adept with Microsoft products