
J. McKenzie Self

3009 Birdie Lane
Bryant, AR 72022
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SKILLS AND AREAS OF EXPERTISE

- Basic Technical Skills
 - Microsoft Office
 - Typing
- Proficient in HTML5 and CSS3
- Skilled in WordPress
- Proficient in Adobe Photoshop and Adobe Fireworks
- Communication
 - Written and spoken
- Leadership
- Presentation
- Organization and planning
- Great problem solver
- Quick learner
- Self-directed and self-motivated
- Works well under stress

EXPERIENCE

UA Little Rock College of Business, Little Rock, AR

Computer Lab Assistant

JUNE 2016 - PRESENT

- Supervise the computer lab
- Assist students, faculty, and staff with printing and/or computer issues

MMM Delivery Inc., Little Rock, AR

Contractor

JULY 2015 - JULY 2016

- Deliver medicine and supplies in a timely manner around the state of Arkansas
- Assist patients with supplies and paperwork
- Answer any patient questions

EDUCATION

University of Arkansas at Little Rock, Little Rock, AR

Professional and Technical Writing / Information Technology

FALL 2015 - PRESENT

I am currently studying to major in Professional and Technical Writing. I completed my minor in Information Technology in the fall of 2017.

VOLUNTEER EXPERIENCE

Wakefield Elementary School, Little Rock, AR

EAST Program Leader and Facilitator

SEPTEMBER 2017 - PRESENT

I created this program to help students improve their writing skills while introducing them to service learning through EAST.

Wilson Elementary School, Little Rock, AR

EAST Program Leader and Facilitator

JANUARY 2017 - MAY 2017

I created this program to help students improve their writing skills while introducing them to service learning through EAST.

Hillary Rodham Clinton Children's Library, Little Rock, AR

EAST Program Leader and Facilitator

JANUARY 2016 - PRESENT

I created this program to provide an opportunity for homeschool, private school, and charter school students in the Central Arkansas area to participate in EAST.

AWARDS

- Chancellor's List Fall 2016 - Spring 2018
- Dean's List Spring 2016 - Spring 2018
- 2015 UALR EAST Scholarship Recipient