

Garrett M. Mitchell

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Hard working graduate of a senior military college with bachelor's degrees in Accounting and Management. Consistently demonstrates outstanding organizational skills, computer skills, and attention to detail.

Summary of Qualifications

Detail oriented- Very meticulous worker, because I have a tendency to double-check and revise. Place high priority in doing the little things right.

Computer Skills- Microsoft Word, Excel (learned through computer courses and from extensive use for other classes)

Organizational Skills- Have developed exceptional skills in keeping orderly records through storing school, Army, and Corps documents and records.

Education

Norwich University, Northfield, VT
Bachelor of Science, Accounting
Bachelor of Science, Business Management

May 2018
GPA: 3.7/4.0

National Army ROTC Scholarship-awarded for outstanding academic and extracurricular performance.

Norwich University Presidential Scholarship- awarded for those who maintain a cumulative GPA of 3.0 or higher.

Activities

Corps of Cadets- Company First Sergeant for 2016-2017 academic year. In charge of over 80 upperclassmen cadets. Use delegation to keep track of their obedience to school policies, education, fitness, and general well being. Good Communication is key.

Mountain Cold Weather Company- Club that taught participants how to lead in a mountainous environment from a military point of view. Endure a year of training and tests to become qualified to instruct others the following year.

Experience

D.S. Jolie Landscapes

Jun-Aug 2016

Laborer

Responsibilities ranged from weeding walkways to building a fenced in raised garden beds. Trusted to help develop designs as well as operate various equipment. Tasked with two other workers to complete assigned duties and projects, fixing any issues that arose.

Vandyne and Company LLC

Jul-Aug 2015

Laborer

Responsible for re-shingling roofs. Dealt with numerous small issues and projects that popped up during a job. Necessary to be able to solve problems from risky or difficult positions

References

Scott VanDyne: VanDyne & Company | Tel: 603-746-5371 | Email: vandyne@tds.net
265 Gage Hill Road
Hopkinton, NH 03229-2405

Thomas H. Yandow: Norwich University accounting professor | Tel: 802-485-2222
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