HENRIETTA MITCHELL

## I T S E N I O R

PERSONAL PROFILE

I am a committed researcher with excellent communication skills. I have expertise and experience in a variety of areas, such as Anthropology and Art Studies.

# AWARDS & ACHIEVEMENTS

Awarded Bell and Tanner’s Top Researcher - August 2016

Published "Unity and Diversity in the Modern Era: A Study of Social Media Platforms” - July 2017

# CONTACT INFORMATION

Home: 123-456-7890

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123 Anywhere Street, Any City, State, Country 12345

# WORK EXPERIENCE

## IT Director

### Tradewell-McMann Inc. (2017 - Present)

* Organizes and conducts interviews with clients and subjects
* Assesses resources and produced deliverables on time
* Prepares research publications

## IT Manager

### The Bell and Tanner Group (2014 - 2017)

* Responsible for following established guidelines and gathering relevant data for projects and reports
* Assisted senior researchers during interviews

# PREVIOUS EDUCATION

## University of El Dorado

### Bachelor of Science in Anthropology, June 2014

* President, Dorado Student Union
* Vice President, Anthropology Club
* Member and Volunteer, Student Tutoring Center
* Member, Frisbee Team

## San Dias High School

Graduated Class of 2010, Honor Roll

* President, Student Council
* Vice President, Environmental Club
* Member, Math Society
* Member, Hiking Club
* Member, JV Rugby
* Member, Swim Team

# TECHNOLOGIES PROJECTS

* Microsoft Office Programs
* Editing copy
* Extensive knowledge of Anthropology
* Research and data collection
* Data assessment
* Great communication skills
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* Editing copy
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* Great communication skills