

Sydni Curry

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SKILLS

- Strong critical thinking and problem-solving skills, and prudent judgment
- Ability to collaborate with and inspire colleagues
- Ability to swiftly address and organize complex and abstract problems
- Excellent leadership, communication, troubleshooting, time management, customer service, and computer skills
- Proficient in Microsoft Office: MS Word, PowerPoint, Excel
- Ability to perform administrative duties: data entry, filing, sorting, answering phones, greeting customers
- Experience with C++, Java, JavaScript, CSS, HTML, SQL, and Project Management

WORK EXPERIENCE

U of A Division of Agriculture | Little Rock, AR (February 2020- Current)

Technical Assistant I

- Responding to service requests via Bomgar, phone, email, or in person.
- Providing technical assistance for questions and problems.
- Resolving problems with local networks and other computer systems.
- Computer and software support.
- Installing or changing software to fix issues.
- Resolving issues with printers, copiers and scanners.
- Diagnosing system errors and other problems.
- Following up with customers to ensure full resolution of issues.
- Provide assistance with user account management, making sure to adhere to all security policies and maintaining account security.
- Accurately recording, updating and documenting requests using the IT Call Center ticket system.
- Assist with State Office networking tasks as assigned.
- Help with website and web application programming as requested.
- Maintain excellent verbal communication skills with the ability to communicate effectively with technical and non-technical colleagues at all levels in the organization.
- To be a highly motivated team player with the skills and ability to manage changing priorities.
- Undertaking other duties not specifically stated which, from time to time, are necessary.

Children's International | Little Rock, AR (June- July 2019)

Group Leader

- Lead 20-25 students elementary and/or middle school students per assigned group through daily camp proceedings.
- Manage mealtime, recess, transition, as well as field trips.
- Support instructors during skill-sessions in Theatre, Music, Scripts, Poetry, etc.,
- Will be trained in camp processes, life-skills, and group facilitation.

- Assist with program administrative duties such as collecting attendance and check-in/out process.
- Support special program activities such as parent events and end-of-camp showcases, among others.
- Act as a role model and mentor to children.
- Supervise children in large and small groups and individually.
- Be actively always engaged with students

Club Eco | Stephens, AR (June- August 2016)

Summer program for children that provides breakfast and lunch meals, along with recreational activities.

Activity Assistant

- Overseeing youth activities and meal service at summer recreational program for over 50 youth at City of Stephens, AR
- Managed finances and stock for a small candy store for children

VOLUNTEER EXPERIENCE

Club Eco | Little Rock, AR (August 2018-present)

Volunteer with USDA meal service provider in meal prep and overseeing youth activities; accompanying youth to cultural activities

EDUCATION

The University of Arkansas in Little Rock | Little Rock, AR (Expected Graduation Fall 2020)

Bachelor of Information Science | Cumulative GPA: 3.0

- Minor in Innovation and Entrepreneurship
- Completed coursework in Programming 1 & 2, Web Technologies, Database Concepts, System Analysis and Design, Accounting 1, Principles of Marketing, and Principles of Management

Camden Fairview High School | Camden, AR (Graduation May 2017)

References

- Susie Marks | Colleague
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- Maurice Porchia | Colleague
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- Taniesha Jones | Colleague
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