# Nelly Mitchell

103 Dawn Drive; Waxahachie, Texas 75165 • nellyvictoriamitchell@gmail.com • 214-909-0362

Motivated college student with strong leadership and analytical abilities. Seeking an entry-level opportunity to take on job responsibilities and familiarize myself with a work environment to build my skill set. I am able to leverage my proven leadership experience and intellectual curiosity in order to add value in any environment.

# Education

**Texas Tech University,** *Lubbock, TX* **Grade Level: Junior**

* Dean’s List: awarded to students with a GPA of 3.5 or higher

**Bishop Dunne Catholic School,** *Dallas, TX* **Graduated May 2022**

* **GPA:**  4.2/4.00 Participated in the Honors and AP program
* Bishop’s Honor Roll for achieving a 3.85 minimum GPA every semester beginning Freshman year

# Work Experience

**Hilcorp Energy Company**, Land Administration Internship, *Houston, TX* **Summer 2024**

* Gained hands-on experience in lease analysis, including reviewing and interpreting lease agreements, while actively participating in team meetings.
* Fostered a collaborative work environment. Successfully presented findings to the CEO, demonstrating effective communication skills and the ability to convey complex information clearly and concisely.

**Chick-fil-A**, Front of House General Team Member, *Lubbock, TX*   **January 2024- May 2024**

* Involved in maintaining a flexible attitude as position was constantly being changed.
* Learned to multitask hands-on activities, while simultaneously keeping a friendly tone, interacting with customers. Worked full-time while also a full-time student.

**Union 28,** Hostess, *Midlothian, TX* **Summer 2023**

* Provided excellent customer service with friendly attitude while greeting customers and escorting them to dining area.
* Responsible for keeping a clean restaurant environment while also simultaneously strategically planning seating charts to effectively maximize restaurant capacity.

**Kookie Haven,** Team Member, *Dallas, TX* **Summer 2021-July 2022**

* **Dallas Works Program:** DallasMayor partners with companies to provide qualifying youth summer work
* Involved in multiple stages of pastry baking including preparing cookie dough and icing as well as maintaining a clean work environment

# Organizations and Volunteer Activities

* Forensic Science Society, Member and Volunteer
* Women in Business, Collaborator