**Oliver Otterbein**

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New York, Ohio 44555 oliver.otterbein@otterbein.edu

**EDUCATION**

*Otterbein University*, Westerville, Ohio Graduation Date: May 20\*\*

**Bachelor of Science in Accounting** GPA: 3.4/4.0

Minor: Business Administration

*Strong academic training and skills in:*

* Accounts Payable and Accounts Receivable
* Budget and Cost Analysis
* Taxes
* Microsoft Word, Excel and PowerPoint

**WORK EXPERIENCE**

*A-1 Financial Services Allstate*, Westerville, Ohio September 20\*\* - November 20\*\*

**Office Assistant/Computer Specialist**

* Ran quoting and re-quoting programs for agents
* Assembled welcome kits for new clients
* Assisted with mailing and emailing for potential and current clients

*Otterbein University*, Westerville, Ohio September 20\*\* - present

**Computer Lab Monitor**

* Assist students with a variety of computer and printer-related questions and problems
* Ensure that all computers and printers are working properly

*City of New York*, New York, Ohio Summers 20\*\* - 20\*\*

**Seasonal Employee**

* Painted lines on streets and directed traffic during street light repairs
* Assisted with trash collection and yard waste pickup

**COMMUNITY SERVICE**

**VITA Tax Program** January 20\*\* - present

* Partnership with the IRS that provides free tax preparation for low and moderate income families

**Ubuntu Mentoring**, *Otterbein University* Winter 20\*\* - present

* Mentor middle and high school students in Columbus schools about the importance of attending college and pursuing a fulfilling career

**Habitat for Humanity**, *Otterbein University* Spring 20\*\*

* Traveled to the New Orleans affiliate to build houses and sheds for people in need

**President’s Volunteer Service Award** May 20\*\*

* Recognized for dedication to volunteer service of community and country