

# Jo Stewart

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(918) 297-5081

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## EDUCATION:

Eastern Oklahoma State College

1301 West Main

Wilburton, OK 74578

Graduation Date: May 18, 2015

Cumulative GPA: 3.8 on a 4.0 scale

Degree: Associate of Science

Hartshorne High School

520 S. 5th Street

Hartshorne, OK 74547

Graduation Date: May 13, 2013

Cumulative GPA: 3.92 on a 4.0 scale unweighted

Cumulative Rank: 1 of 33 students

ACT Composite: 25

## Achievements:

Valedictorian - Hartshorne High School

National Honor Society

Honor Student - EOSC

Oklahoma Girl's State Participant

Phi Theta Kappa member

1<sup>st</sup> degree black belt in Tae Kwon Do

## Volunteer Work:

J Michael Miller Attorney at Law

Wilburton P.A.W.S

Wilburton First United Methodist Church

McAlester Tae Kwon Do

Sofa Art Gallery

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## Work Experience:

### **McAlester Public School McAlester, Ok - (918) 423-4771**

December 2017 - August 2020

40 hours/week

\$13.06 per hour

#### **IT Technician**

- Provided technical support throughout the school district's nine buildings.
- Installing and repairing computer hardware, such as hard drives, keyboards, LCD screens, in Mac, Chromebook, and PC products.
- Installing and repairing peripheral components, such as: keyboards, smartboards, projectors, monitors, and disk drives.
- Inventory of technology products across the district.
- Managing assets across the district.
- Loading specific software and application software onto computers and tablets.
- Answering user questions in person and via telephone concerning operation and troubleshooting.

### **The Bank N.A. McAlester, Ok - (918) 423-2265**

June 2017 - November 2017

40 hours/week

\$10 per hour

#### **Bank Teller**

- Cashed checks, established deposits, issued cashier's checks and money orders.
- Maintained daily records of monetary transactions and balances.
- Performed cash management and customer service duties.

### **Haileyville City Hall. Haileyville, OK - (918) 297-2402**

November 2016 - June 2017

36 hours/week

\$9 per hour

#### **Deputy City Clerk**

- Operated computers programmed with accounting software to record, store, and analyze information.
- Process payroll, electronic deposits, and payments.
- Matched order forms with invoices and recorded the necessary information.
- Processed customer payments.
- Performed office duties, such as filing papers and sending faxes.

### **Wagner & Lynch P.L.L.C. McAlester, OK - (918) 421-8843**

January 2016 - August 2016

38 hours/week

\$8 per hour

**Receptionist**

- Maintained reception area, including greeting visitors as well as answering and directing phone calls.
- Processed customer payments.
- Prepared files.
- Prepared and sent faxes, copies, and scans of documents.
- Scheduled and confirmed appointments
- Filed paperwork with city court, county clerks, and district courts.
- Notarized documents.

**Stage Stores.** McAlester, OK - (918) 423-3837

May 2014 - November 2014

20 hours/week, approx.

\$7.35 per hour

**Sales Associate**

- Processed customer payments.
- Consulted customers to determine needs then helped select pieces.
- Prepared merchandise for sales, maintained the sales floor, and removed trash.

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**Additional Skills:**

Proficient in Microsoft Office and G Suite.