

David Offutt

BUSINESS & IT STUDENT

EXECUTIVE SUMMARY

I am a BA student eager to apply my marketing, interpersonal, and work ethic to achieve company goals. I'm dedicated to get the good results!

AREAS OF EXPERTISE

- Microsoft Word & PowerPoint Certified
- Technology Repair
- Leadership
- Interpersonal Relationships
- Marketing Persuasion

SKILLS AND INTERESTS

- Cyber Security
- Social Media Marketing
- Website Creation
- Virtualization
- Programming
- Networking
- Spanish Speaking
- Mobile Devices
- Custom PC Building

EXTRACURRICULAR

- Student Government President - Cinci Job Corps
- Key Club
- Tight End Leader - Football
- Marketing Team Lead - Designed HS spirit wear - Logos, Shirts, Bottles, etc. - Ran the bookstore and responsible for bookkeeping and keeping the storefront stocked
- Baritone Section Leader
- TA in Computer Systems Afterschool Class
- Rec Aide - Responsible for over 200 students during trips outside of center and on-center parties
- Hosted Gaming tournament with over 100 students participating

CONTACT DETAILS

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PROFESSIONAL CAREER

Assistant Systems Administrator

Cincinnati Job Corps | 2020

- Monitor data communication network to ensure that network is available to all system users and resolve data communication problem
- Investigate and resolve computer hardware and software problems.
- Install, modify and make minor repairs to microcomputer hardware and software systems and provide technical assistance and training to system users.

Medical Receptionist

Cincinnati Job Corps | 2019-2020

- Optimizes patients' satisfaction, provider time, and treatment room utilization by scheduling appointments in person or by telephone
- Keeps patient appointments on schedule by notifying provider of patient's arrival, reviewing service delivery compared to schedule, and reminding providers of service delays.
- Serves patients by greeting and helping them, scheduling appointments, and maintaining records and accounts

Congressional Internship

Cincinnati | 2020

- Networking small businesses to teach them how to use effective social media marketing
- Observed Congress firsthand, developing political awareness and job skills
- Provided administrative assistance to members of Congress and their staff, attended meetings and interfaced with constituents.

EDUCATION HISTORY

Marymount California University

Business Administration, Class of 2022

- 9 Credit Hours in pursuit of a Business Administration degree
- Currently not finished

Pike High School

GPA 2.9 | June 2017

- BPA Indiana Representative of 2017
- Choir Leader all 4 years
- Founding Member of Hip-Hop Club
- Pike RedZone marketing team leader
- Student Government President