

Olivia Anne Mott

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Objective

To serve with an attitude of gratitude, encourage others and treat them with respect at all times. To be a team player and be there for the customer.

Education

Collin College: 2020-2022

- Associate of Liberal Arts

Texas A&M: 2022-2024

- Currently enrolled
- Pursuing a Bachelor's in Technology Management

Experience

TELLER II | TEXANS CREDIT UNION | - FEBURARY 2020- AUGUST 2022(PART TIME)

- As a teller, I was responsible for helping members with their basic banking needs. Whether it be withdrawal, deposit, transfer, or payment towards their loan, I was responsible. Being a teller, I deal with large cash transaction and checks of various amounts, having to be detailed oriented from counting cash to verifying a check is real. Also, Texan's had a huge emphasis on customer service and treating our members like family, which taught me how to help members in a way that makes them feel as if we are family. We also oversaw auditing work for our platform members, verifying that all the needed information is there.

RED CROSS WATER SAFETY INSTRUCTOR | OAK POINT CENTER-CITY OF PLANO | MAY 2015- JULY 2022 (PART TIME)

- Teaching infants to adults on how to be safe in and around the water. Also, teaching survival and competitive swim strokes. I was given the opportunity to teach a diving class. Day to day I needed to communicate with parents on the progress of the students that I teach.

Skills & Abilities

COMPUTER SKILLS AND OTHER SKILLS

- Microsoft Word, Excel and Power Point
- Python Programming
- Trouble shoot computers
- HTML Programming
- Detail Oriented
- Security Oriented

COMMUNICATION

- Group project of 4 people consisting of research, writing, and presenting a product and trying to sell the said product to the class.

LEADERSHIP

- Volunteer Missions Trip to South Korea: July 21, 2017-August 3, 2017
 - Lead and taught children ages 4-12 during two different AWANA/Church camps. Taught a nature and English grammar course to Korean students. Lead worship time.
- Volunteer as kids worship team leader at LifePoint Plano Church: September 2015-January 2018
 - Lead preschool-3rd grade students with songs and motions on Sunday mornings.
- AWANA Bible Quiz Captain: 2015-2017
 - Keeping my bible quiz team organized and encouraging the team each week.
- Volunteer Mission Trip to South Africa: July 27, 2019 – August 3, 2019
 - Lead the music group and was able to put on a three-day camp for under privilege kids.
- Volunteer in kids' ministry at church teaching the K-1st grade kids at Waterbrook Church from 2018-2020

Awards and Activities

- Awarded Foundation scholarship twice from Collin College
- Member of Phi Theta Kappa - April 2021

References

- Available Upon Request