Olivia Anne Mott

2001 Holleman Dr. W Unit #0131 College Station, TX 77840 | 469-345-3375 | oliveam15@tamu.edu

# 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
* Pursing 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