**Stefan Oddsson**

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**Education**

**The University of Texas at Austin** - Bachelor of Arts, Government Summer 2013 - Spring 2017

Overall GPA: 3.63

**Experience**

**Vaco** - *Legal Investigations Support;* Austin, TX November 2020 - Present

* Index legal processes from law enforcement and communicate with them regarding user data
* Assign cases to appropriate team members using Google’s ticketing system
* Offer shadowing opportunities to team members learning new workflows

**Texas Workforce Commission** - *Data Entry Operator III*; Austin, TX June 2020 - November 2020

* Verified accuracy of information entered from TWC Chargeback documents
* Identified and organized batches of documents to be processed by the validation team

**Tony Nguyen Law Firm, LLC** - *Investigator*; Austin, TX June 2017 - July 2018

* Served as first point of contact for new clients and worked with attorneys and paralegals to gather information required to build cases
* Communicated with police and government officials to request documents and facts related to cases

**Office of Rep. Barbara Gervin-Hawkins** - *Legislative Intern*; Austin, TX January 2017 - May 2017

* Interacted with constituents, lobbyists, and staffers in-person, over the phone, and via email to communicate the representative’s positions and to answer questions
* Wrote detailed memos about meetings I attended and bills I was assigned to research and presented them to the chief-of-staff

**Stilling Hf** - *Warehouse Worker*; Reykjavik, Iceland Summer 2015 & Summer 2016

* Prepared and shipped packages to Stilling stores and car-repair shops across the country
* Tracked the status of, and accounted for warehouse inventory using electronic organization system

**Leadership Experience**

**Texas Running Club** - *Running Captain*  August 2016 - May 2017

* Organized daily runs for groups of up-to 40 people
* Helped integrate new members into the club by fostering a friendly and inclusive environment

Skills

Computer Skills: Microsoft Suite, Google Docs, CMS, MyCase, Research

Licensed Customs Broker, working proficiency in Spanish