

# Mariah Vadakekut

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## Professional Summary

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Hardworking Office Assistant versed in handling wide variety of office tasks. Manages simultaneous needs with good decision-making and multitasking skills. Energetic and detail-driven individual with superior communication skills and willingness to learn.

## Skills

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- Basic Bookkeeping
- Records maintenance/updating
- Call handling
- Customer Service
- Ability To Manage

## Experience

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Office Assistant July 2019 - Current  
Sportshouse Development LLC, Oklahoma City, Oklahoma

- Processed invoices and expenses to facilitate on-time payment.
- Greeted guests at front desk and managed check-in process.

Library Clerk November 2020 - June 2021  
Mustang Public Library, Mustang, Oklahoma

- Helped patrons find desired items, located books and other materials, and checked due dates to share expected returns.
- Answered patron questions in-person or by phone regarding library services,
- Maintained accurate cash drawers following established cash-handling guidelines.
- Assisted with circulation functions, processing new materials and removing materials from shelves and catalog.

## Education

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Computer Science - University of Oklahoma, Norman, OK May 2025

- Relevant Coursework Completed: Intro. to Programming & Pre - Calculus
- Member of OU Honors College & The Henderson Scholars Program
- Received Henderson Scholars Scholarship & Tomorrows Engineer Scholarship
- Additional coursework in Programming Structure & Abstractions

Dual Credit - Oklahoma State University - Oklahoma City, Oklahoma City, Oklahoma May 2021

- Relevant Coursework Completed: English Comp. II, U.S History to 1865 & Present, American Government

## Volunteer

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Volunteer November 2021 - Current  
OU Food Pantry, Norman, Oklahoma

- Assisted with distribution by packaging items and letters.

- Created agendas and recorded meeting minutes.