

Tony Minott
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Objective

Creative and customer-focused professional seeks opportunities to delight customers or employees through practical and effective service, clear communication and an enthusiastic attitude determined to exceed customers' expectations.

Education

University of Indianapolis, Indianapolis, IN

Bachelor of Science awarded May 2014 in a hybrid program to develop professionals who can adeptly identify customer needs and create the environment and experience to meet those needs. Also, minored in Theatre.

Work Experience

Indiana Department of Workforce Development, Government Center South,
Indianapolis, IN

Claims Deputy, September 2014- October 27 2016: Make an initial determination of eligibility for unemployment compensation benefits after investigating the allegations contained in the application. Have developed a practical working knowledge of employee relations concepts.

The Indiana Alcohol and Tobacco Commission, Government Center South,
Indianapolis, IN

Intern, May 2013-October 2013: Participated in agency-wide project to convert all paper files to digital format and audited files for accuracy.

Chappies, 12703 Meeting House Rd., Carmel, IN
Waiter, May 2012- August 2012

Volunteer Experience

Program Director for a special afterschool event to entertain elementary school age children, Sense Charter School, November 2013

Event coordinator for two Experience Design campus programs, University of Indianapolis, 2011, 2013

Various University of Indianapolis theatre productions, serving as actor or technical production crew member, 2010-2013

--References available on request--

