

Thomas Otts

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EDUCATION

Candidate for **Bachelor of Science in Commerce and Business Administration**,
Graduation Date: May 2024 **GPA:** 3.4/4.0
Major: Management Information Systems

EXPERIENCE

March 2020-
Current

Business Intern, Lenderworks, Liberty Park, Alabama

Goal: To improve company efficiency through storage and file management

Value: Company workers can more efficiently view files and loans constantly moving in and out of the company

My Contribution:

- Purged outdated files and added incoming files
- Integrated physical files in the digital database
- Moved final loan documents into the database
- Audited loans

May 2022- August
2022

File Manager Intern, Millennial Bank, Birmingham, Alabama

Goal: Maintain company filing system and overall management

Value: Bank was preparing to move offices, but no one had time to do the important file work related to the move so other employees were able to continue their performance

My Contribution:

- Purged outdated files
- Managed entire filing room organization
- Handled file movement to new office and new organization

June 2023- August
2023

Business Intelligence and Decision Support Intern, EncompassHealth, Birmingham, Alabama

Goal: Learn how to navigate a professional IT environment and grow throughout the internship

Value: Built an in-house application for another department's day to day operations.

My Contribution:

- Hosted/Ran requirements meetings with in-house client
- Mastered visualization software Qlik and oracle database for project
- Built initial project and went through iteration processes
- Sent application to production for use within the company

TECHNICAL EXPERIENCE

Languages: C#, HTML, CSS, Python, SQL, JS

Operating Environments: Visual Studio Code, .NET, Tableau, Qlik, MS Windows, Toad for Oracle, Power BI

HONORS AND ACTIVITIES

Alpha Lambda Delta Honor Fraternity
UA Data Analytics Club 2021-Present
Alabama Information Management Society
Data Analytics Club VP 2022-Present
MIS Ambassador 2022

Dean's List (3x)
Eagle Scout
Million Dollar Band (4 years)
Boys' State 2019
Boys' State Staff 2021-2024