

ARDEN OTT

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EDUCATION

Utah State University, Jon M. Huntsman School of Business

Logan, UT
May 2020

- Major in Management Information Systems, Data Analytics
- Minor in Political Science

TOOLS

Fluent:

- Microsoft Office
- Microsoft Visual Basic for Applications (VBA)
- Oracle SQL/SQL Server

Working Knowledge:

- Python
- Java
- RapidMiner

Familiarity:

- R
- Power BI
- Google Scripts

PROFESSIONAL EXPERIENCE

Jon M. Huntsman School of Business, MIS Department

Logan, UT
August 2019-
Present

Undergraduate Teaching Fellow/Teaching Assistant

- Graded assignments for 150 MIS students
- Responded to questions and met with students at any time, including weekends
- Assisted professor with lesson planning/teaching when needed

Utah State University Registrar's Office

Logan, UT
June 2019-
August 2019

Business Analyst Intern

- Built Oracle SQL queries to retrieve information for people across departments
- Updated and maintained reports accessed through internal reporting software
- Developed VBA Macros for multiple team members to aide in their processes

Conservice, LLC

Logan, UT
January 2017-
August 2019

Accounts Payable/Receivable Specialist

- Managed a portfolio of 15 property management companies, addressed issues that arose related to utility billing, and maintained a strong working relationship
- Proficiently used Excel and Google Doc spreadsheets to solve problems and improve processes
- Maintained and expanded a library of 100+ VBA macros used by over 75 people, saving hundreds of hours per week for employees of three departments
- Prioritized tasks to maintain a 24-hour response rate to emails and other requests

Jos. A. Bank Clothiers

Salt Lake City, UT
August 2015-
December 2016

Assistant Manager

- Trained new employees on various store duties
- Managed tills and counted cash at the beginning/end of day
- Demonstrated extensive product knowledge across a wide variety of lines and styles

VOLUNTEER WORK

Utah Public Radio

Logan, UT
August 2017-
June 2018

Volunteer Producer

- Recorded, mixed, and edited two to five radio programs per week using Adobe Audition
- Managed scheduling and production of a weekly extension piece focused on nature
- Converted programs into online podcasts to reach a younger audience

Non-Profit Religious Organization

Santa Rosa, CA
July 2013-
July 2015

Volunteer

- Developed strong interpersonal skills while meeting over 20 new people per day
- Maintained an 80-hour work week
- Trained 8 to 12 others weekly on duties and responsibilities