

David Marcotte

CONTACT

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EDUCATION

University of Oklahoma Norman, OK

College of Arts and Sciences, International Area Studies, GPA Major 3.5 Graduation

Date

May 2018

Universidad de Alcala, Alcala de Henares, Spain

Summer Abroad – Courses (Taught in Spanish): Contemporary Spain,

Spanish Literature and Culture, History of Spain, Art History. Summer 2017

EXPERIENCE

University of Oklahoma Foundation, Norman, OK

Student Employee June 2012 – November 2017

Republic Bank and Trust, Norman, OK

Teller May 27, 2018 – Present

- Process customer transactions
- Observe compliance and regulations
- Risk/fraud analysis
- Translation for Non-English speakers
- Cash handling

SKILLS

Lean Six Sigma Process Improvement Certified

- Green Belt

Banking Responsibilities

- Ensuring compliance with federal regulations.
- Exercising caution, accuracy, and integrity with transactions.
- Adhering to company's customer service culture.
- Utilized Spanish and French to improve customer relations and communicate efficiently.

Computers and Technology

- Proficient with Microsoft Office applications,
- Has extensive experience with data entry and document processing
- Basic HTML and web design
- Can prepare and present spreadsheets
- Has assembled and built computers
- Experience with multiple research databases (Lexis-Nexus, ABI, JSTOR, etc.)

Planning and Organization

David Marcotte

- Independent travel and itinerary planning
- Created and distributed schedules and directions for team building and volunteer events
- Liaised and mentored new and international students on campus
- Expedited and supervised tasks for various projects

Language and Communication

- Fluent Spanish, Intermediate level French
- Scholarly writing and editing experience
- Practiced in public speaking
- 4 years of experience researching and writing scholarly papers

ACTIVITIES

Participation in Spanish Club, Rotaract Club, Intramural Sports, Chess Club
NISO Peer Mentorship, OU Forum Magazine, the OU Daily Newspaper.