

# Miranda Ovitt

miranda.ovitt@jsc.edu

337 College Hill  
Johnson, VT 05656  
(802) 782-4439

## Education

Bachelor of Arts in Business Management and Marketing  
Johnson State College Business Department  
337 College Hill  
Johnson, VT 05656

Degree expected May 2018

High School Graduate  
Richford High School  
Richford, Vermont

June 2015

## Work Experience

*Help Desk*, Information Technology, Johnson, VT 05656

September 2015 to Present

- Assist students and faculty with technology problems
- Answer phone and submit work orders
- Redirect calls and work orders to professionals on site

*Sales Clerk*, Johnson Woolen Mills, Johnson, VT 05656

January 2015 to March 2015

- Assisted customers with sales
- Ran cash register and handled money
- Data and inventory input for purchase history

*Cook*, Our Lady of the Meadows, Richford, VT 05476

November 2014 to February 2014

- Prepared lunch and dinner for residents.
- Assisted residents with mobility and transitions
- Cleaned and sanitized the work place

*Assistant Website Editor*, Montgomery, VT 05470

January 2014 to April 2014

- Updated websites to make them more user friendly
- Assisted with website design

*Cook*, Flicks Pizza and Subs, Montgomery, VT 05470

October 2013 to January 2014

- Prepared dishes to order (about 10 per hour)
- Washed dishes for a fast place setting
- Ran cash register and handled money
- Customer service

## **Volunteer Experience**

*Red Cross Blood Drive Assistant*, Richford, Vermont 05476

- Transported blood bags
- Provided donors with food and beverages
- Monitored donors after blood donations were given

*Operation Happiness*, Richford, Vermont, 05476

- Wrapped Christmas presents for underprivileged families
- Separated toys into different desired groups
- Delivered presents to the families in need.

*National Honor Society*, Richford, Vermont, 05467

- Participated in an additional 40 hours of community service in addition to graduation standards

## **Scholarships and Awards**

- *START Mathematics Scholarship*, 2015
- *Vermont Success Scholarship*, 2015
- *VSAC Gear Up Scholarship*, 2015
- *Knights of Columbus Scholarship*, 2015
- *Montgomery Historical Society Scholarship*, 2015
- *American Legion Auxiliary Scholarship*, 2015
- *Richford American Legion Scholarship*, 2015
- *Richford High School Alumni Golf Scholarship*, 2015
- *Richford Eastern Star Scholarship*, 2015
- *Richford High School Alumni Scholarship*, 2015

## **Skills**

- Proficient with Microsoft Word
- Proficient with Excel
- Outstanding personal skills
- Money handling
- Mathematics

# Miranda Ovitt

miranda.ovitt@jsc.edu

337 College Hill  
Johnson, VT 05656  
(802) 782-4439

## References for Miranda Ovitt

### *James Black, Ph.D*

Professor of Business and Economics  
Johnson State College  
337 College Hill  
Johnson, VT 05656  
802-635-1298  
James.Black@jsc.edu  
Relationship: Academic advisor and instructor at Johnson State College

### *Gregory Petrics, Ph.D*

Professor of Mathematics  
Johnson State College  
337 College Hill  
Johnson, Vermont 05656  
802-635-1336  
Greg.Petrics@jsc.edu  
Relationship: Academic advisor and instructor at Johnson State College

### *Dorothy Spoerl*

Assistant Chief Technology Officer  
Information and Technology Services  
Johnson State College  
337 College Hill  
Johnson, Vermont 05656  
802-635-1446  
Dorothy.Spoerl@jsc.edu  
Relationship: Employer at Johnson State College

