

JACOB M. OTT

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Indianapolis, IN 46205
(765) 418-7485
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Education

Indiana University, Online

Studying for Bachelors in English: Professional & Technical writing
Fall 2020-Current

IVY Tech. Community College, Indianapolis, IN

General Studies Associates Degree
Fall 2018-Summer 2020

IVY Tech. Community College, Muncie, IN

Studied Paralegal Studies
Spring 2013-2014

Ball State University, Muncie, IN

Studied Theatrical Production
Fall 2009-Fall 2012

Jefferson High School, Lafayette, IN

High School Diploma
Fall 2005-Spring 2009

Work History

Gannett/LOCALiQ, Indianapolis, IN-Remote

Web Copywriter

Aug. 2021-Present

- Consistently managing projects, meeting deadlines, and hitting productivity goals
- Writing new websites, blogs, and additional content focused on SEO
- Collaborating with clients to incorporate feedback into content

Charles Hankey Law Office, Indianapolis, IN

Home Intake Specialist/Intake Specialist

June 2014-Aug. 2021

- Conducting intake interviews with clients in their homes
- Filling out intake packets, Social Security Disability appeal forms, and other necessary forms
- Inputting case notes and other case follow-up from intake

La Quinta Inn & Suites, Plainfield, IN

Front Desk

May 2013 - May 2014

- Answering phones
- Greeting and servicing guests
- Making and managing guest reservations and payment methods

Ball State University, Muncie, IN

Director

Spring 2012

- Scheduling, planning, and coordinating rehearsals
- Communicating an analysis of a text to others effectively
- Facilitating collaboration with and among others

Walt Disney World, Orlando, FL

Main Street Custodian/Intern

Summer 2010

- Interacting with guests and maintaining an upbeat and welcoming demeanor at all times
- General custodial duties, such as sweeping and changing trash

Technical Skills

- Professionally trained in MS Word, PowerPoint, Excel, Access, and Outlook
- Experience collaborating in a creative environment
- Transcription skills and ability to type 70+ wpm
- Trained in information literacy and research skills

Awards and Accomplishments

- Sr. Captain of high school speech team
- Winner of high school's Lincoln/Douglas style debate tournament
- President of Jefferson Players, high school drama club
- Self-published author

References

Carolyn Eck, Intake Coordinator
Hankey Law Office
317-752-8776
cme@hankeylaw.com

Megan Cain, Attorney/Director of marketing
Formerly at Hankey Law Office
812-774-8602
megancaain15@gmail.com