

**Thomas J. Ostrem**

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My name is Thomas Ostrem. I graduated from University of St. Thomas in 2020 with B.A. Economics. Due to some health issues, I worked in retail for a couple of years before working my last job as an accounting clerk for Analog Technologies Corp. At the end of January, I was laid off, but I am now thinking about doing a career change to become an electrician. I excel in math and problem solving, but I have a hard time sitting still at a computer all day. I like electrical work because it requires math and technical knowledge but also involves being out in the field and working with your hands. This fall I am scheduled to attend Dunwoody College for their Electrical Construction & Maintenance program, but I would prefer to start working before if a company is willing to hire and train me.

I have little experience with electrical work, but I would be an excellent hire because of my work ethic, motivation, and reliability. The only electrical experience I have is basic classroom knowledge. In college I took a physics class with a strong emphasis on electromagnetism, so I am familiar with Ohm's Law and the basics of electrical circuits. However, I have a proven work record of being hardworking, motivated, and reliable. I started my last job with very little accounting knowledge, but I quickly grew into an important contributor to the accounting team. I often took time outside of work to learn more from books, articles and YouTube videos. Also, my past bosses have commented on how reliable I was because of my showing up ten minutes early and staying organized and on top of my work duties. I also collaborate well with others, enjoy working on a team, and am willing to step outside of my normal job duties to help my coworkers. I also respond well to leadership and am very coachable.

Given my work ethic, motivation, and reliability I think I have a lot to offer your company. I would love to come in and speak with you more about if I would be a good fit.

Thank you for your time and consideration.

Sincerely,

Thomas Ostrem

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## EDUCATION

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### **B.A. Economics**

May 2020

*University of St. Thomas*, St. Paul, MN

## EXPERIENCE

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### **Accounting Clerk**

May 2023 – Jan 2025

*Analog Technologies Corp.*, Burnsville, MN

- Processed accounts receivable using Epicor ERP software, ensuring accurate and timely invoicing to customers
- Processed accounts payable in Epicor during the absence of the accounts payable staff
- Processed cash receipts from customers in Epicor and filed remittances and transaction receipts accordingly
- Performed monthly bank account reconciliations to ensure accurate financial records
- Corresponded with customers via email and phone to resolve payment issues
- Prepared the employee efficiency report weekly in Excel and submitted it to the 10-member management team

### **Teller**

March 2022 – May 2023

*Wings Financial Credit Union*, Apple Valley, MN

- Provided excellent customer service to members with clear and courteous communication
- Performed all necessary identification procedures, account inquiries, and authorization requests to ensure security and limit fraud
- Processed financial transaction and resolved inquiries for credit union members in an accurate and timely manner
- Transactions included but were not limited to deposits, withdrawals, transfers, loan payments, bond redemption, and cash advances
- Transacted on general ledgers for foreign currency and Visa gift card orders
- Reconciled end of day cash and check transactions in Excel

## OTHER EXPERIENCE

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### **Construction Volunteer**

November 19, 2024

*Houston Habitat for Humanity*, Houston, TX

- Constructed walls by securing plywood to vertical studs with nails spaced approximately 4.5 inches apart, adhering to building code requirements
- Lifted and positioned trusses onto the roof, ensuring proper alignment and securing them with nails

### **Tool Rental Sales Associate**

February 2021 – March 2022

*The Home Depot*, Apple Valley, MN

- Instructed customers in proper application and operation of rental tools and equipment for home improvement projects
- Troubleshoot over the phone with customers if there was a problem operating the tool
- Cleaned, inspected, and maintained each rental tool after being returned
- Inspected and identified issues with rental tools and uploaded entries to tool repair log for the store repair technician
- Changed the engine oil and engine air filters for nearly all small engine rental tools