



CONTACT

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Ada, OK 74820

NOTABLE SKILLS & FUTURE INTERESTS

Over the past 4+ years my focus has been developing skills related to business such as

- Public Speaking
- Graphic Design
- Microsoft Suite
- Time Management
- Networking
- Leadership

I am eager to apply these skills in a values-centered organization where I can contribute to both business success and a culture of purpose.

M. COLE MCELROY



WORKPLACE EXPERIENCE

2024-Present: Gateway Mortgage: Office Administrator
Responsible for answering phones in professional manner, connecting with Realtors during supply deliveries, and greeting office guests.

2024 City of Ada: Summer Water Safety Instructor

Learned various soft skills such as time management, team building, and maintaining calm under pressure while assisting in safe swim instruction for children.



EDUCATION

- 2025 Graduate of Latta High School, Ada, OK | 4.23 GPA
- 2025-Present: East Central University School of Business
Notable Coursework:
 - Foundations of Business
 - Financial Literacy
 - Computer Business Applications



NOTABLE ACADEMIC AWARDS

- 2025-2026 ECU Presidential Leadership Scholar
- 2025-2026 ECU Freshman Business Scholar
- 2025 DeBenning Scholarship Recipient
- 2025 Rotary Scholarship Recipient
- 2025 Lions Club Scholarship Recipient
- 2025 Voted Mr. Latta at Latta High School
- 2024 Oklahoma Economic Student of the Year
- 2024 Oklahoma Business Week Scholar
- 2024 ECU Tiger Tank Pitch & Promote Champion
- 2024 Rotary Youth Leadership Award



ACTIVITIES & ORGANIZATIONS

- ECU Presidential Leadership Class
- National Society of Leadership and Success
- ECU Business Leader Association
- Baptist Student Union Leadership Team
- Crosspointe Church Hospitality Team



COMMUNITY SERVICE & VOLUNTEERISM

- Abba's Tables Food Kitchen Server and Volunteer
- Barista for Crosspointe Church
- Thanksgiving Meal Give Away with 20,000 pounds of food
- Speaker & Presenter with community Veteran's Day Program