

# ZACHARY BLACKOWL

4400 Hemingway Dr #207, OKC OK  
405-640-8653  
zacharyblackowl@gmail.com  
[www.linkedin.com/in/zachary-blackowl](http://www.linkedin.com/in/zachary-blackowl)



## OBJECTIVE

To obtain employment with a company that offers a positive atmosphere to learn and implement new skills and technologies for the betterment of the organization



## EDUCATION

### **HS Diploma | El Reno High School**

**8/2008 – 5/2012**

3.0 GPA, Vice President of Indian Education Club 09-10 & 10-11, & Varsity Basketball.

### **Associate's Degree/Business Administration | OSU-OKC**

**1/2018 – PRESENT**

Currently enrolled at 6 hours for the semester, holding a 3.0 GPA.



## EXPERIENCE

### **Staff Accountant | Lucky Star Casino**

**3/2019 – Present**

Responsible for the compilation and preparation of documents, proper recording of transactions, analysis and investigation of variances, and the review of month-end reconciliations to ensure accurate reporting is maintained. Provide daily, weekly, monthly and yearly guidance to the casino in the area of accounting, daily compilation of general journal entries from source documents of casino. Prepare monthly financial statements including balance sheet and income statement. Review bank reconciliations, maintain computerized accounting system software and hardware, insure the accuracy of invoice coding, coordinate and prepare for annual external audit, maintain computer and paper files for 1042-S and W2G forms, review of daily revenue reports from gaming machines and table games, review of payroll reports for errors, preparation of financial reports as requested by other departments, resolving of vendor questions and problems, communications and coordinate with insurance company on claims against casino, and oversee all functions of AP/AR.

### **Licensing Supervisor/Background Investigator | Cheyenne-Arapaho Tribes**

**1/2015 – 3/2019**

Performed a wide range of administrative functions that relates to background investigations ensuring full compliance of regulations. Provides general information concerning Class II and Class III gaming license processes, maintain and protect confidential background documentation. Protects confidentiality of all gaming-licensing records as per the Privacy Act. Achieved a 100% Compliance with the NIGC (National Indian Gaming Commission) for the Licensing Division (which was never before at that office). Oversaw a staff of six licensing staff and maintained a Licensing Database and filing system of over 800 Gaming License applicants.

## **Personal Banker | City National Bank & Trust**

**10/2013 – 12/2014**

Opened up checking and saving accounts, cross-sale bank products at the teller line and went into different businesses and into Wal-Mart sales floor to seek out prospective people for accounts or other bank products. During my tenure here, I achieved a Gold Sales Recognition for having a 115% sales percentage over two sale quarters.

## **Sales Clerk | Polo Ralph Lauren**

**10/2012 – 7/2013**

Participated in group activities that involved folding, processing, tagging, dressing, and making sure the store looked up to Polo Ralph Lauren standards. Started out as a Seasonal Sales Clerk and I was offered a Permanent Position as a Sales Clerk at the end of the holiday season because of the increased sales goals and customer service reviews that upper management received on me while I was working the floor.



### **SKILLS**

- Strong Work Ethic
- Problem Solving Skills
- Self-Confidence
- Ability to accept and learn from criticism
- Acting as a Team Player
- Time Management Skills



### **ACTIVITIES**

I enjoy volunteering at different events around my hometown of El Reno, OK and in OKC, Yukon, and Mustang. I am a Democrat and have volunteered several different democratic campaigns over the past five years on Hillary Clinton's Presidential Campaign in 2015-2016 as a phone bank caller and community organizer, Connie Johnson for OK-2017 as a Community Organizer, and was also involved in the Cheyenne and Arapaho Tribes General Election for different campaigns and did volunteer work there as well. I enjoy working at an organization where I can make an impact on fellow tribal members' livelihood. During my tenure at the Gaming Commission, I was promoted to Licensing Supervisor on April of 2016 and quickly began to see how I could help tribal members with criminal history who were disheartened or scared to apply for a Gaming License because of their past. Since being promoted, I have made it a priority to give every tribal member a chance to get a Gaming License and to the best of my ability fight for my people when I am typing up their investigative report for submission to the NIGC (National Indian Gaming Commission).