

Jay H. Redfearn III

918-896-2208 | jayredfearn3@gmail.com | 9952 E Spotted Horse Dr | Claremore, OK 74019

EDUCATION

The University of Tulsa

Graduation Date: May 2022 (expected)

Bachelor of Science in Business Administration

Cumulative GPA: 3.42 | Major GPA: 4.00

Major: Computer Information Systems | Minor: Finance

SKILLS

Microsoft Excel	JavaScript	HTML 5	CSS/3
Complex Problem Solving	Customer Service	Interpersonal Skills	Teamwork
Time Management	Forward-Thinking	Self-Starter	Coordination of People

WORK EXPERIENCE

Research Assistant | Dr. Sal Aurigemma | The University of Tulsa *June 2020 – Present*

- Responsibilities include recording data and working with the professor to analyze the data.

Waiter | Ichiban Japanese Steakhouse and Sushi Bar | Owasso, OK *September 2019 – Present*

- Responsibilities include working and communicating with other colleagues, practicing time-management, and providing excellent customer service.

Office Assistant | TGI-KDH Properties | Broken Arrow, OK *May 2018*

- Responsibilities included picking up phone calls and relaying voice messages, as well as working on various projects for the business owner, including but not limited to excel spreadsheets and setting up a new desktop.

President and Founder | Redfearn Phone Repair, Inc. | Tulsa, OK *October 2017 – July 2019*

- Founded a company repairing cell phones and providing quick and affordable repairs to clients.
- Responsibilities included providing quick and excellent customer service, filing taxes on time, keeping accurate accounting records, and management of business assets.

LEADERSHIP EXPERIENCE

Treasurer | College Republicans | The University of Tulsa *April 2020 – Present*

- Responsibilities include keeping accurate records of the organizations finances and working with the Board to plan out events and the direction of the organization.

Recruitment Chair | Sigma Nu Fraternity, Zeta Lambda Colony | The University of Tulsa *September 2019 – May 2020*

- Responsibilities included managing a group of seven members to organize fraternity events, market to prospective members, and manage an ongoing budget for the committee.

Treasurer | Young Americans for Liberty | The University of Tulsa *January 2019 – September 2019*

- Responsibilities included keeping accurate records of the organizations finances and working with the Board to plan out events and the direction of the organization.

HONORS & AWARDS

Collins College of Business Dean's Honor Roll – *Spring 2020* – Awarded for a semester GPA of 3.5 or above

TU Royal Blue Scholarship – *2018 – Present* – Awarded scholarship based on academic achievement

Case Tulsa Talent Initiative Scholarship – *2018 – Present* – Awarded scholarship based on academic achievement from Mike Case

TU Commitment Award – *2018 – Present* – Awarded scholarship based on academic achievement for committing to TU

Phillips 66 Freshman Scholarship – *2018 – 2019* – Awarded scholarship based on academic achievement in the CIS field

Oklahoma State House of Representatives Page – *2017 & 2018* – Selected to serve as a page in the Oklahoma State House of Representatives. Responsibilities included facilitating legislative proceedings and providing assistance to representatives