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| STEPHANIE FRAME | | |
| 2575 S Sunflower Dr | 219-476-6133 | slframe@iu.edu |
| EDUCATION — | EXPERIENCE |  |
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| East Asian Languages and Cultures – Japanese; Linguistics BA, Indiana University (August 2007 – May 2011)  Business, Gender Studies Minor, Indiana University (August 2007 – May 2011)  KEY SKILLS —  Excellent interpersonal communication.  Ability to use approachable and helpful disposition to create comfort and confidence.  Highly motivated work ethic with a focus on improving efficiency and abilities as an employee.  Able to manage multiple tasks and projects, while maintaining an organized workflow. | ***Kelley School of Business, Administrative Coordinator, Bloomington, IN (2019 – Present)***  Perform administrative tasks for Kelley Institute for Social Impact, Kelley Office of Diversity Initiatives, and Student Support. Assist with planning and executing events, data tracking, and newsletter outreach. Also, help manage scholarship processes from initial communication to offer stage.  ***Author Solutions, Check-in Coordinator, Bloomington, IN (2015 –2019)***  Coordinate with colleagues within and across departments to ensure projects are moving efficiently and all publication requirements are met. Communicate with authors over phone and email, while keeping detailed track of over 200 projects at various stages of development. Regularly receive recognition as a top performer in the department.  ***Big Red, Cashier/Keyholder, Martinsville, IN (2013 - 2018)***  Track inventory and promptly restock items while providing excellent customer service. Receive and process inventory shipments. Keep customers informed of promotional events. Entrusted as a keyholder after the first month of employment.  ***Interac, Assistant Language Teacher, Takamatsu City, Japan (2012 - 2013)***  Designed lessons and instructed high school students in language and communications skills. Lesson plans were customized for 17 classes per week for varying levels of skill, each including as many as 40 students. Assessed performance for approximately 500 students to track improvement over time. | |
|  | ORGANIZATIONS |  |
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|  | Indiana University Brazilian Jiu-jitsu Club Member, instructor, and advisor, Summer 2011 – Present  Indiana University Hapkido Club member, Fall 2008 – 2015  Indiana University Hapkido Club Philanthropy Director, Fall 2009 – Spring 2011 | |
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|  | REFERENCES |  |
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| [Available upon request.] | | |