

AMY D. STALL

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EDUCATION

University of Oklahoma, Norman, OK

Expected December 2019

Management Information Systems Major – Architectural Studies Minor

Overall GPA: 3.58/4.00

SKILLS AND RELEVANT COURSEWORK

- **Proficient in:** C#, SQL, Microsoft Word, Microsoft Excel, Microsoft PowerPoint
 - **Knowledge in:** Adobe Acrobat, Adobe Illustrator, Adobe Photoshop
 - **Relevant Coursework:** Computer-Based Information Systems, Introduction to Programming, Financial Accounting, Managerial Accounting
 - **Spring 2019:** Databases, Business Programming Languages, Business Finance
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LEADERSHIP AND ACTIVITIES EXPERIENCE

MIS Student Association (MISSA)

August 2018 – Present

- Member of association dedicated to exposing students to industry news, updates, and professionals; enabling on-campus networking via bi-monthly meetings and luncheons.

American Institute for Architecture Students (AIAS)

August 2016 – August 2018

2017 – 2018 President

- Elected President of the University of Oklahoma AIAS chapter; direct communication line between sponsoring professors and members.
- Organized and coordinated with other executives on material to be covered within the organization, and ran monthly meetings overseeing 50+ members.

Kappa Alpha Theta – Alpha Omicron Chapter

August 2015 - Present

2018 Recruitment Day Chair

- Led team responsible for gathering member input, designing, organizing, and executing “Sisterhood Day” attended by all members/potential new members. Acted as single point of contact for all businesses/vendors. Directly coordinated and delegated required logistics for event.

2017 Online Media Director

- Chosen to manage and operate chapter social media accounts: Facebook, Instagram, Twitter.
- Responsible for composing weekly email sent to all members providing vital updates; strong communication skills and high-level writing ability are requirements for this role.
- Provided design and content management for chapter website.

2016 Education Mentor for Freshman

- Leader of new member small-group (10 new members); met once a week leading up to initiation.
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COMMUNITY SERVICE

Kats Making Tracks – 5K Race

November 2015, 16, 17, 18

- Volunteer for annual 5K race organized to raise money for South Central CASA (Court Appointed Special Advocates); Kappa Alpha Theta’s national philanthropy dedicated to serving and supporting foster children within US court system.

Big Event Student Volunteer

April 2016, 17, 18, 19

- Annual volunteer to help keep the Norman and Oklahoma City metro area clean. Opportunities taken to participate included trash removal from public recreation areas, planting of trees, and reconstruction of playgrounds.
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EXPERIENCE

Childcare Provider

Summer 2014 – Summer 2016

- Provided care for four children (ages 5-12): prepared meals, coordinated activities during downtime, and managed practice/camp schedules.
- Responsible for arriving prior to parents’ departure for work to review daily schedule with parents.