

## Justin Frias

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### Education

**Sam Houston State University**  
B.A. Management Information Systems

Huntsville, TX  
May 2022 - 2026

**Waller High School**  
UIL Accounting Team Member, Mu Alpha Theta Honors Society. GPA: 3.73

Waller, TX  
May 2022

### Employment

**College of Osteopathic Medicine Sam Houston State University**  
**Student Assistant - Clinical Education**

Conroe, TX  
May 2024 – April 2025

- Managed data entry for student, faculty, and university events
- Retrieved and gathered supplies for the advancement for the department (Clinical Education)
- Journaled data entry for the eValue (Created official accounts for organizations preceptors) database
- Assisted with banquet preparation and formal occasions for the COM
- Prepared and distributed recruitment documents for coordinators and preceptors
- Billed and filled for medical staffs board certifications
- Managed IT software and programmed networks for department technology
- Proficient usage of Excel forms, Microsoft Word, Adobe, and Canva
- Excellent communication and interpersonal skills
- Attention to detail and a commitment to accuracy
- Integrated strong organizational and time management skills; Organized, task-orientated and punctual
- Managed various administrative tasks such as photocopying, scanning, and shredding
- Reliable source of information for the organization and department for visitors
- Administered phone calls and responded to inquiries in a professional manner

**Deluxe Tapioca**  
**Front of House Team Member**

Huntsville, TX  
August – November 2023

- Provided strong interpersonal skills while exhibiting a cheerful and positive attitude towards clients.
- Demonstrated detail-oriented tasks while thoroughly multi-tasking in a fast ordering environment.
- Represented high customer service, adaptability, reliability, and consistency in reaching the restaurant's vision.
- Acquired a sense of teamwork and passion for assisting customers on a daily basis while working as a cashier and barista.

### Leadership & Activities

**Haven Assets.**  
**Online Cleric and Personnel Assistant**

Houston, TX  
August 2022 – May 2023

- Engaged with customers through phone calls and online support in homestead applications. Created connections with clients by assisting with accounting and delivery help.

### Skills

**Language:** Fluent Spanish and Fluent English