



STACIA L. FRANK

STUDENT AT THE UNIVERSITY OF OKLAHOMA



Norman, OK



Stacia.L.Frank-1@ou.edu



<https://bit.ly/staciafrank-portfolio>

SKILLS

- Google Suites
- Auto CAD
- Leadership qualities
- Strong organization
- Great Communication
- Student engagement
- Fast learner
- Adaptability
- Filing systems
- Document management

EDUCATION

THE UNIVERSITY OF OKLAHOMA
B.S. Information Science and Technology

Minor in Spanish

Expected 05/2027

GPA : 3.10/4.00

CLUBS & ORGANIZATIONS

- Alpha Kappa Alpha Sorority Inc. *
- National Pan-Hellenic Council
- National Society of Black Engineers*
- Society of Women in Engineering
- Black Student Association

LANGUAGES

Spanish native language

English speaking, writing

PROFILE

Motivated college student (Junior) with a strong work ethic and hands-on approach to learning. Organized, dependable, and experienced using research and software tools. Currently building skills in IT, including data analysis, web design, and tech support, also in the process of maintaining a Google IT Support Certificate.

EXPERIENCES & INTERNSHIPS

Houston Independent School District

Student Worker

May 2020 - July 2023

- A student worker and worked as a office assistant for the Social and Emotional Learning Department
- Streamlined office processes for improved efficiency by managing paperwork, filing systems, and maintaining databases.

The Houston Astros Foundation

Lead Student Instructor

May 2024 - August 2024

- Was the Lead Youth Robotics Counselor for Astros and Honeywell Robotics camps.
- Instructed and taught kids how to create and program VEX -
- IQ robots.
- Lead Engineering and Robotics activities

Connection and Student Engagement

Student Assistant

September 2024 - Current

- Currently working as a Student Assistant for Connection and student engagement at the University of Oklahoma
- Enhanced office efficiency by organizing and maintaining files, records, and resources.
- Greeted incoming office visitors, answered questions, and directed individuals to office locations.

REFERENCES

Sonia Jordan

CEO | Kids Xplorer

sogojo1@gmail.com

website link:

