

Randal Kristen Frantz

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Objective:

I am seeking an engineering internship for the summer of 2013.

Education

- Currently attending the *University of Texas at San Antonio*
Planning to graduate with a bachelor's degree in Mechanical Engineering in the spring of 2016
- *Ronald Reagan High School – San Antonio, TX*
August 2008-May 2012
Graduated Cum Laude, GPA 3.8

Work Experience

Kerns Petroleum, Inc., June 2012 – present

- Receptionist/Admin duties include answering all operator phone calls; handles Excel spreadsheets daily, creating and updating pivot charts and tables to present data; greet guests that come into the office; check and process the mail daily; keep track of office supplies, and notify supply manager when things were needed; manage large, outstanding projects; assists with treasurer duties; creates comparison lists for services/products provided by other businesses; knowledge of filing and organizing important documents; and other duties as assigned

Copeland's of New Orleans, June 2011-June 2012

- Hostess, greet customers and seat them and provide them with a warm, welcoming experience, responsibilities are to maintain lobby area and restrooms, run food, control the wait time, handle angry guests, and seat customers according to their needs

Achievements

- Recipient of a scholarship from the Society of Petroleum Engineers, Balcones Section
- National Honor Society 2011-2012
- All Star Dancer 2009-2012

Activities

- Volunteers at events hosted by the Society of Petroleum Engineers such as: Coalition Blowout 2013, Sporting Clays Tournament, the Chili Cook-off, monthly meetings, etc.
- Member of the Phi Mu Fraternity, Epsilon Sigma chapter at UTSA, currently on the philanthropy committee
- Dance Team at Reagan High School, 2008-2012 & Reagan Dance Clinic, 2008-2012
- Tutor peers in math and science, 2009- present
- Vacation Bible School, 2010

Skills

- Excels in advanced math courses
- Ability to work well with Microsoft computer programs such as: Word, PowerPoint, Excel, etc.
- Exceptional people skills; ability to work well with others; ability to lead and manage group projects
- Experience with coordinating large meetings/events with several attendees
- Friendly, outgoing, and a positive attitude both in and out of the office