

Cherié Francis

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SKILLS

CNC Milling	3D Printing	Laser Cutting	Sand Casting	Mill & Lathe
3D CAD (Fusion 360)	CAM	Adobe Illustrator	Adobe Workfront	ANSYS Discovery
MATLAB	HTML	CSS	Python	C++
SketchUp	Procreate	Microsoft Office	Google G-Suite	Project Management
UX Design	Figma	Arduino		

EXPERIENCE

Residential Assistant, *Stanford University, Stanford, CA*

SEPTEMBER 2021 - JUNE 2023

- Collaborated with a team of 9-12 colleagues to coordinate and execute programs and activities catering to over 200 residents.
- Fostered a sense of community within the residence while actively addressing student concerns and complaints.

Development Program Manager Intern, *Mattel Inc., El Segundo, CA*

JUNE 2022 - AUGUST 2022

- Co-led a team to develop a robot arm designed to automate a manual assembly process
- Utilised Workfront to re-design an approval process through leveraging the application's capabilities
- Improved upon an internal issue escalation process using Microsoft Excel
- Worked in a cross-functional team to develop a new product based on a provided prompt over a 2-day period

Math Grader, *Stanford University, Stanford, CA*

OCTOBER 2021 - MARCH 2022

- Developed a comprehensive grading rubric for undergraduate calculus courses, aligning it with assigned problem solutions.
- Efficiently assessed and graded problem sets of more than 200 students based on the established rubric, in a timely manner.

Undergraduate Research Assistant, *Stanford SHAPE Lab, Stanford, CA*

JUNE 2021 - AUGUST 2021

- Utilised Fusion360 to design a 3d printed haptic wheel and programmed it to rotate to user-specified angles using Arduino, under the mentorship of a PHD student.

Assistant Designer, *Skyview Estate, St. Elizabeth, Jamaica*

JANUARY 2021 - JUNE 2021

- Aided in the design of exterior aspects and access points for a residential housing scheme.
- Actively participated in meetings with colleagues to ensure alignment between the designs and their vision for the scheme.

Administrative & Marketing Coordinator, *BEAM Stanford Career Education, Stanford, CA*

MARCH 2020 - AUGUST 2020

- Approved employers on Handshake (a job application platform) by carefully evaluating their credibility and professionalism to ensure their reliability and suitability for potential employees.

EDUCATION

Stanford University, Stanford, CA || SEPTEMBER 2019 - JUNE 2023

B.S. in Mechanical Engineering with a concentration in Product Realisation