**Kenechi Francis**

(646) 547-7101 | KenechiCarlene@gmail.com | San Francisco Area

**EDUCATION:**

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| **City University of New York, Baruch College,** New York, NY | *Graduated Dec. 2015* |
| * Bachelor of Arts, Corporate Communication, Minor: Spanish * Major GPA: 3.57 | |

**WORK EXPERIENCE:**

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| **Bookkeeper - Asset Campus Housing** Ames, IA | *Feb. ’16 – May ‘16* |
| * Processed all payments received for two properties with 1300+ residents each * Verified occupancy status on delinquent accounts by walking units. * Collected on delinquent accounts and filed for evictions | |
| **Marketing Intern - Volkova Law Group** New York, NY | *Oct. ’15 – Dec. ‘15* |
| * Represented firm at NYC small business Expos by recruiting potential clients * Assisted with writing firm’s business plan and copy for marketing ad * Reviewed CRM & implemented client follow-up using ConstantContact and Contacually | |
| **PR and Marketing Intern - TRUST Collective** New York, NY | *Sept. ’15 – Dec. ‘15* |
| * Assisted with writing press releases and copy for website * Researched social media trends, clients and celebrities & used data to promote campaigns * Designed, edited & managed content for social media accounts using InDesign and Photoshop | |
| **Designer Shoe Sales Associate MACY’S** New York, NY | *Oct. ’14 – Jan. ‘15* |
| * Worked well under pressure by remaining calm during high customer traffic intervals * Met and exceeded sale goals and new account openings by 15% * Communicated products’ highlights to clients to ensure visit resulted in a purchase | |
| **English Teaching Assistant - EDUCA** Arequipa, Peru | *July ’14 – Aug. ‘14* |
| * Taught 60+ children ages 7-19 about professionalism and leadership in classroom & outdoor settings * Created informative and entertaining lesson plans for students * Counseled students on future career plans through one-on-one meetings | |

**EXTRA-CURRICULAR ACTIVITIES:**

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| **Complutense University of Madrid,** Madrid, Spain | *July ’10 – Aug. ‘10* |
| * Studied the language and culture of Spain in courses taught in Spanish * Immersed myself in the local culture and toured historical cities |
| **Conversation Partner** Baruch College, New York, NY | *Sept. ’13 – Dec. ‘15* |
| * Provided weekly one-on-one English lessons to 5 international students at Baruch * Explained English idioms and American norms to enable them to better immerse into the culture * Assisted students with homework assignments and writing as needed | |

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| **SKILLS:**  **Marketing:** ConstantContact, MailChimp, Facebook Ads  **Design:** Adobe InDesign, Photoshop  **Coding:** Basic HTML, CSS  **Languages:** Intermediate Spanish | **INTERESTS:**   * Volunteering with at risk children * Providing makeovers for cancer patients * Conducting informal interviews on camera * Traveling as much as possible |