

# COURTNEY FRANCIS [cmfrancis@niacc.edu](mailto:cmfrancis@niacc.edu)

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## OBJECTIVE

To utilize my strong web, graphic design, and photography skills in a creative position where I can grow and be part of a successful team environment.

## PROFESSIONAL STRENGTHS

- Can work well as a team or individually
- Possess extensive knowledge of design elements like color and composition
- Ability to present ideas in an effective manner
- Possess excellent verbal and written communication skills
- Ability to meet deadlines and work under pressure
- Creative and possess good artistic and organizational skills

## TECHNICAL SKILLS

- Knowledge and experience with Adobe CS5 Photoshop, InDesign, Illustrator, Bridge, and Dreamweaver.
- Knowledge of basic operating systems like Microsoft Word, PowerPoint, Excel, and the internet.

## EDUCATION

**North Iowa Area Community College** Mason City, IA  
Fall 2009-Present  
**West Hancock High School** Britt, IA  
Graduated 2009

## WORK EXPERIENCE

### Point of Sales/Floor Associate

**Kohl's, Mason City, IA April 2009-Present**

- Solicit Charge Cards and E-mail
- Assist customers with their purchases and any questions they may have
- Recover departments and dressing rooms

### Waitress

**Hillside Golf Course, Wesley, IA July 2008 – December 2009**

- Assisted customers with their orders
- All restaurant duties

### Point of Sales/Customer Service

**The Hobo Museum, Britt, IA May 2007 – August 2007 (seasonal)**

- Assisted customers with questions and purchases

**References Available Upon Request**