

Kenechi Francis

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

EDUCATION:

City University of New York, Baruch College, New York, NY

Graduated Dec. 2015

- ❖ Bachelor of Arts, Corporate Communication, Minor: Spanish

WORK EXPERIENCE:

Tenant Coordinator – Hudson Pacific Properties San Francisco, CA

Sep. '16-Jan 17'

- ❖ Created tenant newsletters, maintained lease and building files and emergency information for tenants and vendors
- ❖ Processed invoices daily for up to 100 different vendors, monitored tenant work orders and coordinated visitor and vendor access.
- ❖ Ordered office and security supplies and distributed deliveries.

Bookkeeper/Manager - 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

English Teaching Assistant - EDUCA Arequipa, Peru

July '14 – Aug. '14

- ❖ Taught 60+ children ages 7-19 about professionalism and leadership in classroom & outdoor settings
- ❖ Successfully helped 75% of the children improve their public speaking and leadership skills
- ❖ Counseled students on future career plans through one-on-one meetings

Sales Associate – Old Navy New York, NY

Aug. '11 – Feb. '13

- ❖ Worked well under pressure by remaining calm during high customer traffic intervals
- ❖ Met and exceeded sale goals and new account openings by 50%
- ❖ Worked well with coworkers to oversee a floor without managerial supervision

EXTRA-CURRICULAR ACTIVITIES:

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

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