

Carissa M Nichols

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EDUCATION

University of Kansas, Bachelors

Illustration and Animation / Graduation 2025

- School of Architecture and Design
- Minor in Graphic Design
- Minor in Business (Professional Selling)
- Panhellenic Honor Roll Spring 2022

EMPLOYMENT HISTORY

North Carolina Furniture Mart, Administrative Assistant

Jun 2019 - Aug 2023/ Broken Arrow, OK

- Handled customer complaints calmly and professionally in person and on the phone,
- resolving customer issues in a timely manner
- Created reports and documents as requested by the office manager
- Handled payments and documentation
- Utilized data analysis to identify and resolve discrepancies in customer accounts
- Provided administrative support for the facility, including filing, answering phones, and responding to emails

Lawrence Humane Society, Volunteer

Sept 2021- Present/ Lawrence , KS

- Socialized Cats and Dogs in a chaotic work environment
- Handled Customer interactions with animals and made sure both animal and customer were safe
- Kept a clean and safe work environment
- Completed multiple tasks at once in a short period of time
- Able to handle stressful situations and continue in a professional manner

Alpha Delta Pi, Recruiter

Aug- 2021-Aug 2023/Lawrence, KS

- Maintain great communication in a loud work environment
- Engage in conversations that appear dull and keep the attention of potential new member
- Recall details from a fast paced conversation with multiple people
- Effectively write details down in a fast and clear manner in a specified time span
- Maintain composure and professional standing during a 15hr work day
- Stand/sit for long periods over 10+ hour work day

SKILLS

Ability to Multitask	Problem Solving Abilities	Photoshop Suites
Fast Learner	Traditional art forms	Illustrator
Microsoft Office Suites	Digital Media	InDesign
Customer Service	Procreate	Microsoft power point
Computer Skills	Mac and PC systems	Photography
Time Management	Able to work at a fast pace	A7 Sony Camera operations
Good team player	Data entry skills	Can type 60 words per minute

References

Kristi K. Johnson
Owner North Carolina Furniture Mart
(918) 369-3305

Matthew Cook
Assistant Professor of Illustration and Animation
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(913) 269-2016

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