



*Matthew Francisco*

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**Education**

Washington State University, Vancouver WA – Bachelor in Arts May 2021  
Cumulative GPA – 3.73

Clark College, Vancouver WA - Associates in Arts June 2019  
Cumulative GPA – 3.8

**Qualifications**

- Excellent collaboration and communication skills in a working space
- Highly creative and experienced in digital technology and culture
- Very organized and prioritizes tasks accordingly each week
- Accepted into Clark College Phoenix Site – Video & Animation Submission April 2019
- OSHA – Occupational Safety and Health Administration Certification October 2016

**Technical Skills**

Content Editing

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

Graphic Design

- Adobe Creative Suite (Photoshop, Illustrator, InDesign, Premier Pro)

Operating Systems

- Windows XP, 7, 8, 10
- Mac

**Work Experience**

Clark College Enrollment Services - Office Assistant February 2018 - July 2019

- Verified student application forms
- Demonstrated ability to work independently on assigned tasks
- Communicated effectively with supervisor concerning time/schedule management

SEH America – Chemical Inventory Internship September 2016 - January 2017

- Input chemical data using SDS Pro software program
- Demonstrated the ability to work independently while collecting chemical information
- Communicated effectively between supervisors of different departments, intern, and mentor
- Received exceedingly proficient evaluation reports