MICHAEL FRANCIS

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OBJECTIVE

To obtain a challenging, professional position that utilizes my experience and abilities to make a positive contribution to the organization.

EDUCATION

Associate in Applied Sciences

- **Multimedia Technology**
  Broward Community College, May 2003 Hollywood, FL

COMPUTER SKILLS

Adobe Photoshop, Adobe Premiere, Macromedia Authorware, Macromedia Director, Macromedia Flash, Sonic Foundry ACID, Sonic Foundry Sound Forge, WS FTP, JavaScript, Microsoft Word, Excel, PowerPoint, HTML, Desktop Publishing, and Internet Applications. Type 47 WPM.

WORK EXPERIENCE

July 2002--Present Weston, FL
Multimedia Project Manager
Self-employed

- Freelance multimedia project management, including: designing and developing websites, videos, electronic press kits, and print advertisements. References available.

January 2003 – April 2010 Pembroke Pines, FL
Office Assistant
Individual Tax Systems

- Responsible for pre-screening clients, data entry, preparing tax documents as instructed, distributing payments, photocopying, filing and customer service.

June 2006 – December 2009 North Miami Beach, FL
Shift Supervisor
Dairy Queen Corp

- Responsible for training employees, purchasing products and supplies, inventory, cash deposits, customer service, cleaning, and other restaurant duties.

August 2001 – July 2002 Hollywood, FL
Office Assistant
Hazen & Sawyer, PC

- Responsible for editing, proofreading, and preparing correspondence, creating spreadsheets and charts, photocopying, client billing, filing and customer service.

May 2001--August 2001 Hollywood, FL
Field Technician
Hazen & Sawyer, PC

- Inspect sewer lines, investigate and repair leaks.

October 2000 – May 2001 Hollywood, FL
Office Assistant
Ablest Staffing Services

- Filing, data entry, and customer service.

LANGUAGES

Fluency in Haitian Creole. Fair proficiency in French and Spanish.