CARISSA NICHOLS
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ACADEMIC HISTORY

University of Kansas
Bachelor of Fine arts
Illustration and Animation | May 2025

- Minors: Grpahic Design, Business Professional Selling
- Photography Study Abroad:
  - London and Paris

HONORS & CERTIFICATIONS

Panhellenic Honor Roll (2022)
Certificate in Photoshop (2019)
Certificate in Illustrator (2019)

SKILLS

Technical:
- Microsoft Office Suites
- Illustrator
- Photoshop
- Procreate
- InDesign
- Mac and PC proficient
- Typing Speed: 75 WPM
- Digital Painting
- Acrylic
- Watercolor

Professional Skills:
- Flexible
- Strong verbal and Written communication
- Critical Thinking
- Collaboration and Leadership
- Ability to thrive in fast paced Environments
- Problem Solving abilities
- Customer Service

WORK EXPERIENCE

North Carolina Furniture Mart- Bixby, OK
Administrative Assistant | June 2019- August 2023

- Managed customer interactions and resolved complaints, providing professional and timely service for in-person, phone, and email inquiries.
- Utilized data analysis to identify discrepancies in customer accounts
- Supported the office manager by preparing reports and documents, maintaining records, and streamlining daily office tasks.

Lawrence Humane Society- Lawrence, KS
Volunteer | September 2021 – Present

- Socialized animals in a fast-paced, high-stress environment, ensuring their well-being and adherence to safety policies.
- Assisted in managing client interactions and provided excellent customer service during pet adoptions.
- Completed multiple tasks simultaneously, maintaining high attention to detail and composure in high-pressure situations.

Alpha Delta Pi (Sorority)- Lawrence, KS
Recruiter | August 2021- August 2023

- Engaged with over 100 potential new members (PNMs) during fast-paced recruitment events.
- Created detailed reports and candidate profiles, enabling the recruitment team to make informed decisions efficiently.
- Demonstrated exceptional organizational skills, maintaining professional decorum during 15-hour workdays.