



***Francine F. Artis*** is the Administrative Assistant to the Law Firm of Woods & Evans, LLC. Francine has been employed with the firm since November 2005. Her responsibilities include greeting clients, setting up appointments for clients, receiving and sending faxes, creating files for clients, mailing out processed deeds and titles, and drafting correspondence. Francine also establishes new case files in Abacus and updates client information and court dates for the attorneys. Francine is a team player and provides assistance to ensure that the office runs in an efficient manner. She is proficient in Excel, Word, Abacus and Publisher software programs. She is currently enrolled at South Suburban College to enhance her skills and continue her education. Francine enjoys singing and is actively involved in her church.

