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# RACHEL WALKER

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## OBJECTIVE

To obtain an administrative support position where 7+ years experience in effective managerial and organizational skills will be utilized to contribute to office efficiency and productivity.

## EXPERIENCE

SEASONAL SALES ASSOCIATE, YANKEE CANDLE; NORFOLK, VA – 2013-2015

Seasonal employment. Primary tasks include, but not limited to, consumer support, maintaining integrity of inventory, striving to fulfill daily company goals and results driven.

PRACTICE MANAGER, CAT CLINIC OF CHATTANOOGA; TN – 2009-2012

Primary financial advisor, administrator and employer support for a growing small business. Maintaining client satisfaction, scheduling and skillfully multitasking within a fast-paced atmosphere. Business ambassador to charitable events, Chamber of Commerce and the veterinary community. Comprehensive support to staff.

INTERN, CRABTREE FARMS OF CHATTANOOGA; TN – SUMMER 2008

Non-profit administration, volunteer management, working with SAGE fundraising software, Word Publisher, advocating member events and administration, writing press releases, facilitating grant research, and data entry.

SHIFT MANAGER, ROCK POINT BOOKS – 2007-2009

Part-time retail manager. Writing and editing of book reviews for media purposes, assessing employee performance, ensuring customer satisfaction, maintaining integrity of inventory, and facilitated promotional events.

## EDUCATION

UNIVERSITY OF TENNESSEE AT CHATTANOOGA – B.A. AUGUST 2008

Major: Mass Communications Minor: Sociology

SCIENCE HILL HIGH SCHOOL – JOHNSON CITY, TN 2004

## HONORS AND ACTIVITIES

World travel and culturally educated from 2012-2016. Volunteer to McKamery Animal Center Board of Directors 2009-2012. Dean's List 2004-2008. AIM'S Scholar. Greek Show Chair 2006-2007. Appalachian Service Project- Volunteer 2002-2005.

## REFERENCES

Available Upon Request