

Rachel Friend
45 Chelsea Lane
Cary, IL 60013
(224)-829-6479
therachelfriend@gmail.com

Education

McHenry County College

Crystal Lake, IL

August 2014 – May 2018

AAS of Web Design and Development

AAS of Graphic Arts

Experience

Part-Time Office Assistant at Tomasello's Landscaping

Cary, IL

October 2014 – Present

- Filing papers and supporting office staff as needed
- Balancing bank statements and assisting with payroll
- Organizing clothing for the landscape crews
- Sometimes prepare project proposals and logs

Volunteer Student Worker in Guidance Office at Cary-Grove High School

Cary, IL

January 2014 – May 2014

Taking passes and paperwork to classrooms throughout the school

Skills

Program

- HTML & CSS (Brackets, WebStorm, WordPress)

- Adobe Design Suite (Photoshop, Illustrator, InDesign, Lightroom)
- Microsoft Office Suite (Word, PowerPoint, Publisher, Excel)

Computer

- PC
- Macintosh (Mac)

Social Media

- Twitter
- Facebook
- Instagram

Scholarships, Awards, & Honors

McHenry County College

- *Fall 2014 Semester*
President's Honor List
- *Spring 2015 Semester*
Dean's List
- *Spring 2017 Semester*
President's Honor List
- *Spring 2017 Semester*
Graphic Arts Scholarship

Memberships

National Technical Honor Society

2015 – 2018

Student Member

Extracurricular

Venturing Crew (Boy Scouts of America)

2010-2016