

# Rachael Siegel

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## Education

### **Bachelor of Arts**

**May 2013**

University of Puget Sound, Tacoma, WA  
Major: History, Minor: Religion  
History GPA: 3.50  
Cumulative GPA: 3.40  
President's Merit Scholarship Award

### **High School Diploma, High Honors**

**June 2009**

Lincoln High School, Portland, OR

International Baccalaureate student, International Studies Participant, National Honors Society, Oregon Scholar

## Experience

### **Counselor, Oregon Museum of Science and Industry (OMSI), Portland, OR**

**June 2012-August 2012**

- Strategized and coordinated schedules and lessons for the education of students in the Outdoor Education Program.
- Managed a group of 12 campers each week and ensured goal of each lesson was met.

### **English Conversational Tutor, Zwi Perez Chajes Schule, Vienna, Austria**

**January 2012-May 2012**

- Planned and executed lesson plans for high school students.
- Researched appropriate topics for discussion with different age groups.
- Facilitated conversation.

### **Babysitter, Michele and Ashkan Babaie, Portland, OR**

**December 2008-Present**

- Worked with parents regarding structure for children.
- Executed enrichment activities.
- Adopted various techniques to accommodate child with Asperger's Syndrome.

### **Litigation Project Assistant, Klarquist Sparkman, LLP, Portland, OR**

**May 2011-August 2011**

- Organized deposition materials necessary for the legal prosecution team to further litigation.
- Researched prior art materials, specifically focusing on preceding patents.
- Filed and managed incoming data and information.

### **Litigation File Clerk, Blaine Morely, Esq., Portland, OR**

**June 2010-August 2010**

- Filed and managed incoming materials necessary for depositions.

### **Intern in Endocrinology, Oregon Health & Science University, Portland, OR**

**June 2010-August 2010**

- Oversaw data for research on a comparison of glucose monitoring systems for non-diabetic subjects undergoing magnetic resonance imaging.

## Skills

- Proficient in Microsoft Word, Microsoft PowerPoint, Microsoft Excel
- Proofreading and data entry
- Typing: approximately 89 wpm
- Excellent public speaking skills
- Working proficiency of Spanish
- CPR and First Aid certified
- References available upon Request