

RACHEL COOK
8503 SE 9th Ave.
Portland, OR 97202
therachelcook@gmail.com
(971) 404-4618

EDUCATION

Post-Baccalaureate Accounting Certificate, in progress, GPA: 4.0
Portland State University, Portland, OR (2010 - Present)

Bachelor of Science, Sustainable Living/Environmental Science
Maharishi University of Management, Fairfield, IA (2004 - 2008)

VOLUNTEER EXPERIENCE

Bookkeeper, The City Repair Project, Portland, OR (Jun. 2010 - Present)
Write out checks from check request forms. Prepare and deliver deposits. Record cash inflows and outflows with QuickBooks software.

Volunteer, Awamaki Textile Project, Ollantaytambo, Peru (Aug. 2009 - Jan. 2010)
Managed daily operations of fair trade textile shop- tracking inventory, sales, etc. Used QuickBooks for basic bookkeeping of textile project. Helped in other areas of project as needed: buying yarn, working with weavers in a remote village, creating a volunteer handbook, natural dye workshop, etc.

WORK EXPERIENCE

Barista, Blue Kangaroo Coffee Roasters, Portland, OR (Apr. 2010 - Aug. 2010)
Made specialty espresso drinks. Sold coffee beans. Maintained high standard of customer service, quality of product, and efficiency in all actions.

Barista/Cashier/Baker, Dragonfly Coffeehouse, Portland, OR (Aug. 2008 - Apr. 2009)
Made specialty espresso drinks. Encouraged friendliness and a homey feel in customer service interactions. Maintained cleanliness and organization of cafe. Made sandwiches. Made various baked goods (muffins, sweet breads, cookies, etc).

Waitress/Cashier, Revelations Bookstore and Cafe, Fairfield, IA (May 2007 - Jul. 2008)
Took orders and ran cash register in fast-paced environment, providing high level of customer service. Made specialty espresso drinks. Ran food and maintained clean dining room. Maintained constant coordination between all stations to ensure timely performance of tasks for smooth flow and customer satisfaction.