

# RACHEL ROZEK

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6927 SE 78th Ave  
Portland, OR 97206

## EDUCATION

### **Portland State University**

BS, General Science  
Minor, Biology  
Graduated June 2011

### **Pacific Crest Community School**

High School Diploma  
Graduated 2006

## EXPERIENCE

### **Doggy Business**

Office Assistant/Pet Care • September 2011 to Present  
Customer service, reception, scheduling, office support, monitor dogs, care for lodging

### **Magnifique Boutique Bridal**

Sales Associate • September 2010 to Present  
Assist brides with gown selection, customer service, store management

### **Helzberg Diamonds**

Sales Associate • September 2010 to January 2011  
Customer service, sell fine jewelry, operate POS, heavy cash handling, sales team support

### **Maybelle Clark Macdonald Center**

Administrative Assistant • August 2009 to April 2010  
Filing, data entry, office support, develop visitor database, track/deposit donations

### **VCA Raleigh Hills Animal Hospital**

Medical Receptionist/Boarding Attendant • October 2007 to August 2009  
Administrative support, reception, doctor scheduling, customer service, check in/out patients, take payments, manage confidential medical records, care for boarding cats

### **OHSU, Public Health/Dept. of Neurosurgery**

MPH/Student Administrative Assistant • August 2006 to October 2007  
Database management & correspondence, coordinate Public Health admissions & courses, maintain grade records & rosters, manage confidential medical records, office support, digitize charts, handle appointments, record transportation between OHSU hospitals

## PROFICIENCIES

Microsoft Office  
Customer service  
Multi-line phone systems  
Filing and record keeping  
Data keeping & updating  
Social media & networking  
Event coordination  
Trained in HIPPA guidelines  
Appointment coordination  
Pet care

## ACCOMPLISHMENTS

Coordinated "Pins for Pets" WCG Humane Society Fundraiser  
Organize "Bio Diesel Information Evening" at PSU  
Manage "Oh My!" fundraiser for public school art programs  
Taught "Genocide Awareness Workshop" at PSU  
Coordinated "Ugandan Genocide Awareness & Relief Event"  
Coordinated "Indonesian Tsunami Relief Fundraiser"  
Organized school dance benefiting "Tsunami Relief Efforts"