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| Rachel Boyd Portland, OR 503-464-6652  [Rboyd22@gmail.com](mailto:Rboyd22@gmail.com) | | | |
| qualifications | | | |
|  | Administrative professional with seven years’ experience in providing exceptional support to office team. Demonstrated ability to manage time effectively and adapt to changes swiftly. Possesses keen ability to take initiative and make sound independent decisions. Strengths include providing superior customer service, account management, maintaining records in CRM software, composing professional correspondence, scheduling/calendar management, event coordination, and writing/compiling reports. | | |
| PROFESSIONAL EXPERIENCE | | | |
|  | Employers Overload, Portland, OR | | 08/2004 – 02/2012 |
| Senior Recruiter (Jan 2008-Feb 2012)   * Managed client accounts; assisted companies with their temporary and long-term staffing needs by providing qualified employees in professional, clerical and industrial placements. * Conducted interviews with potential candidates, evaluated skills and experience to ensure quality placement decisions. * Performed sales calls and followed up on leads to create new client partnerships. Composed legal contracts for new and established clients. * Worked closely with management to monitor financial earnings and forecast expenses. * Investigated and completed paperwork on all unemployment insurance and workers compensation claims in Portland Metro office.   Staffing Coordinator (Sept 2005-Dec 2007)   * Developed and maintained customer relationships by providing effective service and direct communication. * Utilized websites, print media, employment offices and community organizations to publish job opportunities, coordinate and execute job fairs. * Adhered to company policies, ensuring all candidates completed necessary new-hire paperwork, background checks, or drug screens prior to job placement.   Administrative Assistant (Aug 2004-Aug 2005)   * Performed daily operations including answering multi-line phone, greeting and pre-screening candidates, administering testing, data entry, checking references. * Maintained recruitment team’s calendar in Microsoft Outlook. | | |
| Forever 21, Inc., Portland, OR | 01/2003 - 06/2004 | |
| Assistant Manager   * Trained associates in all aspects of customer service, loss prevention, and financial reporting. * Created weekly schedule and delegated responsibilities among employees. * Worked in collaboration with Store Manager to lead weekly meetings. | | |
| education | | | |
|  | Coursework in General Studies, Psychology and Communication — Portland State University | | |