

REBECCA MARSHALL

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EXPERIENCE

TalentFront

Operations Specialist

Alexandria, VA
February 2022 - Present

- Utilized client web-based applicant tracking systems (ATS) to maintain candidate data and reporting.
- Scheduled phone and in-person interviews.
- Served as a dependable point of contact for candidates, colleagues and clients.
- Ensured appropriate and empathetic follow-up with candidates; including sending status updates and rejection notices as requested
- Performed other duties as required by the recruiting team.

The Maine Lobstermen's Association (MLA)

Office Assistant

Kennebunk, ME
May 2020 - July 2021

- Updated membership information in ACCESS
- Processed donations from the Legal Defense Fund and sent out thank you letters.
- Updated the website for the MLA.
- Helped build a new website for their non-profit, the Maine Lobstermen's Community Alliance.
- Utilized knowledge of Quickbooks: building invoices and entering checks

Eddie Bauer

Assistant Manager

South Portland, ME
November 2017 - July 2021

- Communicated with customers to ensure they were satisfied.
- Coached new employees on customer service and sales techniques.
- Assisted in maintaining the store's production presentation standards.
- Built rapport with new and returning customers gaining loyalty.
- Conducted payroll bi-weekly.

The Maine Lobstermen's Association (MLA)

Intern

Kennebunk, ME
January 2019 - May 2019

- Maintained content update on the public website.
- Managed inventory of merchandise and other products.
- Helped with day-to-day organization and general office management.
- Assisted in registration for the Boston Seafood Show.
- Organized logistics and maintained public outreach at the Maine Fishermen's Forum.
- Gained experience in mail merge and membership communication.

EDUCATION

University of New England

Bachelor of Arts Marine Affairs, Marine Science Minor *GPA: 3.3*

Biddeford, ME
2015 - 2019