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## RACHEL HADDAD

OFFICE MANAGER/ADMINISTRATIVE ASSISTANT  
YARKONY.RACHEL@GMAIL.COM  
773.677.0024  
CHICAGOLAND, IL

## ABOUT

Proven leader with experience in training and onboarding staff, as well as office administration and coordination, seeking a position in office management/administration in the Chicagoland area.

## SKILLS

- Microsoft Suite
- Microsoft Outlook
- Google Drive
- QuickBooks
- Social Media Management
- Mac/Windows Proficient

## EXPERIENCE

### OFFICE MANAGER/ADMINISTRATIVE ASSISTANT VIRGINIA BEACH RECORDING ARTS FEB 2019 – JAN 2021

- Booked and scheduled clients.
- Handled all forms of payment/invoicing.
- Hired, trained, and managed interns and internship program.
- Created and scheduled original content for all social media platforms.

### CREW TRADER JOE'S MAR 2021 – PRESENT DEC 2018 – FEB 2019

- Writing and submitting the health and beauty order.
- Assisting in manual labor efforts such as receiving and unloading deliveries, stocking shelves, building in-store displays as well as general up-keep.
- Providing customers with relevant answers and suggestions to any product questions, both in-person and on the phone, as well as contributing to an overall friendly and welcoming work atmosphere.

## CERTIFICATIONS

### MICROSOFT EXCEL BEGINNER TO ADVANCED UDEMY.COM APRIL 2021 – JULY 2021

- Online Course covering Microsoft Excel.
- Starting with the fundamentals and ending with Macros and VBA.

REFERENCES AVAILABLE UPON REQUEST