



Rachel Anne Pappadis

rpappadis@gmail.com

rachelpappadis.com

503.515.4203

EXPERIENCE

Marketing Assistant

JAN 2016 to PRESENT

Pacific Residential Mortgage

Design marketing materials for Mortgage Bankers (postcards, brochures, fliers, etc.)
Maintain both PRM's website, and their sister company's website
Order and produce artwork for all company promo items

Administrative Assistant

AUG 2015 to JAN 2016

Emery & Karrigan

Performed data entry using Microsoft Excel and AMS360
Proofed insurance policies before binding and sending them to clients
Answered phones/emails, managed files, and received/sent bulk mail

Graphic Designer

MAY 2013 to JUNE 2015

Northwest Indian Language Institute (NILI)

Designed marketing pieces for the NILI (postcards, brochures, etc.)
Illustrated and formatted children's story books which were used to help teach the Chinukwawa language

Sales/Warehouse Associate

AUG 2013 to FEB 2016

The Duck Store

Sale Associate (8/2013 - 2/2016): Cashiered, merchandised, and cleaned at different Duck Store locations.

Warehouse (6/2014 - 1/2015): Pulled merchandise from the warehouse and sent it to different Duck Store Locations, updated inventory using iSeries software

EDUCATION

University of Oregon

SEPT 2011 to JUNE 2015

BA in Advertising

Minor in Computer Science

GPA: 3.5

SKILLS

Adobe Creative Suite
Microsoft Office
HTML, CSS, Javascript,
Java, & PHP

WordPress & Squarespace
Illustration
Logistics
Final Cut Pro

REFERENCES

Judith Fernandes

Supervisor at NILI

Work: 541.346.0730

jfern@uoregon.edu

Ben Gesler

Supervisor at Duck Store

Work: 503.431.6903

beng@uoduckstore.com