RACHEL A. YANKELEVITZ

1201 East 21st Street, Brooklyn, New York 11210
(310) 612-5008 • ryankelevitz@gmail.com

EDUCATION

NEW YORK UNIVERSITY, GALLATIN SCHOOL OF INDIVIDUALIZED STUDY, New York, NY
B.A. in Mass Communications and Romance Languages, *cum laude*, GPA: 3.83, May 2008
- Achieved fluency in French, Spanish, Portuguese, and Italian; Study Abroad: New York University, Buenos Aires, Summer Semester 2007; The National Dean's List, 2006-07; 2007-08

SORBONNE UNIVERSITY – UNIVERSITY IX, Paris, France
- Certificate in French Culture and Communications, Summer Semester 2008

GENERAL ASSEMBLY, New York, NY
- Certificate in Product Management, August 2015; Certificate in UX Design, May 2016

NEW YORK SCHOOL OF CODING AND DESIGN, New York, NY
- Front End Web Development Intensive Course, October 2016-Present

EXPERIENCE

BLUECORE, INC., New York, NY
Lead Product Specialist, June 2016 – Present
Project manage technical builds and website integrations for enterprise clients, work directly with engineering, account management, and sales teams to train clients using an expanded customer data platform, generate customized reports using SQL queries, advise Engineering and Product teams based on analysis of clients' support needs, work with executive management team to present client and customer data to management stakeholders.

WORKFOLIO, INC., New York, NY
Client Services and Product Manager, October 2015 – April 2016
Conducted redesign of customer interface and branding with design, development, and client services teams, directed all enterprise-level financial management and budgeting, managed market research projects and client outreach for Workfolio applications.

COIN APEX, LLC, New York, NY
Product and Operations Manager, September 2013 – August 2015
Managed special projects through technical, design, legal, and client support teams, restructured client support operations to improve response times and customer retention, coordinated partnerships with bitcoin start-ups, conducted market research for enterprise clients, and oversaw all bookkeeping.

BITINSTANT, LLC, New York, NY
Director of Client Services Operations, March 2012 – September 2013
Managed client support for a bitcoin transfer startup, developed and implemented anti-money laundering and regulatory compliance programs, oversaw creation of technical roadmaps and compliance protocols.

K2 MEDIA LABS, New York, NY
Executive and Account Assistant to CEO and COO, February 2011 – January 2012
Served as chief liaison for all legal and financial correspondence, conducted market research and competitive analysis for prospective portfolio companies, and managed operations at a fast-growing start-up incubator.

ADDITIONAL SKILLS

Proficient in HTML, CSS, jQuery, Javascript, Git, Yaml, SQL, Jinja, Python, Jira Project Manager, Pivotal Tracker, Trello, Illustrator, Photoshop, Wireframing, Zendesk, Salesforce, Keen, Stathat, Google Analytics, Sendgrid