

# Rachel Wood

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## EDUCATION

<b>Brigham Young University – Marriott School of Business</b>	Provo, UT
<i>Pre-Experience Design &amp; Management, Minor in Design Thinking</i>	Apr 2027
<ul style="list-style-type: none"><li>▪ GPA 3.86 / 3.88</li><li>▪ <i>BYU Employee Scholarship</i>, Academic Scholarship</li><li>▪ Experience Design Society Member since 2024</li><li>▪ Relevant Coursework: EXDM 300, Accounting 200, IS 201</li></ul>	

## EXPERIENCE

<b>Caely's Catering &amp; Events</b>	Draper, UT
<i>Event Coordinator</i>	Feb 2025 – Present
<ul style="list-style-type: none"><li>▪ Enhanced the experience of guests by facilitating dietary restrictions and fulfilling unsolicited desires</li><li>▪ Managed &amp; trained teams of 4-8+ in ensuring excellence in food service &amp; event</li><li>▪ Served and attended to the individual and group needs of parties of 50-300+ guests</li></ul>	
<i>Team Member</i>	Nov 2024 – Feb 2025
<ul style="list-style-type: none"><li>▪ Collaborated with team to maintain a culture of quick conflict resolution and themed event ambiance</li><li>▪ Assisted in the coordination and execution of seamless event setup and teardown</li></ul>	
<b>Brigham Young University</b>	Provo, UT
<i>EXDM 300 Teaching Assistant</i>	Jan 2025 – Present
<ul style="list-style-type: none"><li>▪ Mentored 30+ students in EXDM 300 curriculum and coursework to improve grades and learning</li><li>▪ Enriched student experience through consistent communication and meaningful feedback</li></ul>	
<b>Miles4Mom by Happenstance</b>	Provo, UT
<i>Team Lead (On-Campus Internship)</i>	Jan 2025 – Apr 2025
<ul style="list-style-type: none"><li>▪ Initiated contact with 60+ companies in regards to event sponsorship, which led 3+ successful collaborations</li><li>▪ Advanced growth in company's Instagram following by 10,000% to boost social media presence</li><li>▪ Practiced technical skills in interpersonal communications with team and sponsors</li><li>▪ Created &amp; designed detailed event logistics packet to coordinate sponsored event</li></ul>	
<b>Missionary Training Center</b>	Provo, UT
<i>Portuguese Language Instructor</i>	Jun 2024 – Jan 2025
<ul style="list-style-type: none"><li>▪ Instructed with focus on comprehensible input &amp; vision-focused development to improve students' teaching abilities</li><li>▪ Partnered with cross-functional teams to design new language-learning curriculum, achieving EI scores up to 4.4</li><li>▪ Adapted course content to ensure an equitable &amp; personal experience for each missionary and partnership</li><li>▪ Designed intimate daily class experiences for groups of 10-14 young adults for 20+ hours per week</li></ul>	

## LEADERSHIP & SERVICE

<b>The Church of Jesus Christ of Latter-day Saints</b>	São Paulo, Brazil
<i>Volunteer Representative</i>	Dec 2021 – Jun 2023
<ul style="list-style-type: none"><li>▪ Managed and directed 10+ volunteers in setting and achieving organizational goals</li><li>▪ Planned and executed monthly trainings on teamwork, time management, and leadership</li><li>▪ Maintained a weekly schedule of 90+ hours for 18 months</li></ul>	

## AWARDS, SKILLS & INTERESTS

<ul style="list-style-type: none"><li>▪ <i>Technical Skills:</i> Canva, MS Excel, Tableau</li><li>▪ <i>Additional Skills:</i> Coordination, Customer Service, Teamwork</li><li>▪ <i>Languages:</i> Portuguese – Proficient, Spanish - Intermediate</li><li>▪ <i>Awards:</i> Leader-Focused Development, Instructional Excellence, and Professionalism badges (2024)</li><li>▪ <i>Interests:</i> Gardening, Dessert Connoisseur, Dog Enthusiast</li></ul>	
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