

# Rachel Benjamin

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## Project Manager

Attention to Detail | Trained Educator | Motivated

Dedicated and disciplined professional with proven ability to multitask and collaborate with multiple projects and stakeholders. Natural ability to learn and teach others through self-motivation, empathy, and hard work. Thrives on meeting the goals and expectations of my employer and customers.

### SKILLSET

Project Management | Event Coordinator | Slack | Zoom | SaaS | VS Code  
HTML | Lifelong Learner | Creative | Organized | Fundraising | Leadership | Excel  
Time Management | Adaptability | Resourceful | Empathetic | Conflict Resolution | Educator  
Excellent Verbal and Written Communication Skills | Customer Onboarding and Support

### PROFESSIONAL EXPERIENCE

Utah Association of Criminal Defense Lawyers

Jan 2022 – Present

#### **Executive Assistant/Event Coordinator**

- Overseeing the organization's project of switching from one SaaS provider to another provider -- MemberClicks to StarChapter)
- Coordinate classes and conferences for up to 125 attendees
- Maintain website and data base for 450 members
- Provide new member onboarding and ongoing customer support daily

Grace Christian and Freedom Christian Schools

Aug 1997-June 2000 and Aug 2001-June 2002

#### **Elementary Teacher 3<sup>rd</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grades**

- Maintained a positive, disciplined, and stimulating classroom for up to 27 students each year
- Taught all subject matters including math, English/language arts, science, social studies, etc.
- Cultivated positive relationships with students, parents, school staff, and the administration team
- Participated in two curriculum review committees for grammar and spelling
- Served on multiple fundraising committees

### EDUCATION

Tech-Moms, Lehi, Utah

Expected completion in March of 2023

#### **Technical Skills Course**

Participating in a technical skills course in HTML, CSS, and JavaScript; introduction to cybersecurity, data analytics & reporting, product/project management, quality assurance, digital marketing, and UX/UI design; completed website development project

Utah Valley University, Executive Education, Lehi, Utah

#### **Project Management Professional Certificate Training**

Completed a thirty-hour Executive Education certificate course where we explored the five knowledge domains and 10 Knowledge Areas of Project Management

Faith Bible College, Ankeny, Iowa

#### **Bachelor of Science; Education**

Graduated with a bachelor's degree in K-6 education. I was awarded the "Student Teacher of the Year" honor after completion of my student teaching experience.