

# RACHEL KLESHINSKI

## LET'S GET IN TOUCH!

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## PERSONAL PROFILE

A determined individual ready to handle all types of duties as part of a great team. Creative with a positive attitude and a goal of proving myself and growing within a company.

## SKILLS

- Client Relationship Manager
- Deadline driven
- Relationship building
- Proficient in Google Suite, Microsoft Office, Social Media Outlets, Sprout Social, Later
- Presentation design
- Reporting and documentation
- Oral and written communication
- Experience with Adobe suite
- Marketing collateral design, approval and project management

## EDUCATION

### Kable Academy

CIW CERTIFICATION IN WEB DEVELOPMENT

### Paul Mitchel The School: Cincinnati

COSMETOLOGY LICENSE

## ROLES AND POSITIONS

### Union Savings Bank

LOAN SETUP SPECIALIST  
SEPTEMBER 2020-MARCH 2021

Reviewed loan files to ensure completeness of the file. Set up files for servicing in core processing system. Timely completion to provide customers with best-in-class service.

### Smart Reviews, LLC

LITIGATION MANAGER, PARALEGAL  
FEBRUARY 2019-SEPTEMBER 2020

Provided excellent service and attention to customers both face-to-face and through phone conversations. Created agendas and communication materials for team meetings. Observed strict privacy laws to prevent information breaches and protect client data. Reduced workflow downtime by effectively organizing and managing client billing and case management files. Trained incoming staff on office procedures and case-specific duties. Entered client data into internal programs for records and customer relationship management

### Brazee Street Studios

PROJECT MANAGER, MARKETING/SOCIAL MEDIA MANAGER, EVENT COORDINATOR, ADMINISTRATOR  
JUNE 2019-MARCH 2020

Streamlined office operations by effectively monitoring and addressing client correspondence and data communications. Communicated with team members to keep project on schedule. Planned and arranged meetings with external organizations and individuals, enabling all parties to meet and discuss project progress. Supervised multiple projects from project start through delivery by prioritizing needs and delegating assignments. Gathered requirements for ongoing projects and organized details for management use. Built brand awareness and generated leads while managing internal and external marketing campaigns and programs. Transformed corporate website (in progress) and social media platforms to better engage customers and promote sales utilizing social media management tools, data analytics and various design software. Developed marketing content such as promotional materials and advertisements for social media. Managed administrative logistics of events planning, including contract signing, fee collection, event booking.

### Funky's Catering Events

SOCIAL MEDIA/MARKETING COORDINATOR, DESIGN & SALES ASSISTANT, RECEPTIONIST, OFFICE MANAGER AND EXECUTIVE ASSISTANT  
AUGUST 2016-JUNE 2019

Coordinate art and graphics for all collateral material including merchandising. Approve all materials prior to printing and manage project workflow from inception to completion. Curate and create content for social media platforms in alignment with corporate goals. Coordinate resources to craft marketing plans for various projects. Maintain multiple websites. Oversee and insure brand consistency in outbound communications. Direct and coordinate marketing activities and policies to promote products and services as needed per marketing strategy. Cultivate and manage relationships with key clients, vendors and community partners. Coordinate trade shows, media buying and planning, sales promotions and related direct mail campaigns. Utilize Total Party Planner among other systems to handle current portfolio and prospective leads.

In my time at Funky's Catering Events, I also acted as receptionist, office manager, and executive assistant on an as-needed basis. Duties would range from answering calls and distributing leads to managing contractors on site. I implemented several processes utilizing various software programs to build and maintain social media posting, lead tracking, and other day-to-day operations

### Treo Realtors

CLIENT MANAGER, ASSISTANT TO REAL ESTATE AGENT NOVEMBER 2013-AUGUST 2016

Assisted in completing reports, answering client questions, maintain working relationships with clients and vendors, billing, develop systems and methods for easier workflow, determine repairs needed on properties and hire contractors, work with contractors and vendors to meet client deadlines