

Rachelle Adams

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PROFILE

Diligent and articulate office administrator with the demonstrated capacity to learn skills quickly and apply them effectively. Possesses a keen aptitude for efficiency, organization, and technology. An instinctive leader and problem solver with over 10 years of experience assisting stakeholders at all levels.

EXPERIENCE

Permit Specialist, Community Development • City of Smyrna; Smyrna, GA • March 2022–Present

- Intake construction plans and distribute documents to appropriate City departments for review
- Perform preliminary completeness reviews to verify plans comply with State Minimum Standard Codes
- Monitor permitting timeline and log plan review comments, denials, and approvals
- Communicate with developers, contractors, and property owners on behalf of department reviewers

Office Assistant, Community Development • City of Smyrna; Smyrna, GA • August 2020–March 2022

- Facilitate department functions related to permitting, planning & zoning, and business licensing
- Maintain knowledge of City ordinances to accurately inform citizens
- Schedule daily inspections for Chief Building Official and site inspectors
- Prepare department status reports for City administration and constituents

Scheduling Coordinator • Atlanta Arbor Tree Care Specialist; Marietta, GA • August 2016–August 2020

- Managed production calendar to meet and exceed daily revenue goals
- Responsible for route planning, equipment allocation, and timely scheduling of client projects
- Organized and secured permitting to ensure compliance with local ordinances
- Provided administrative support to company management and served as front desk reception

Sales Manager • Lane Bryant; Kennesaw, GA • August 2014–July 2016

- Built and retained clientele through consultative sales and product expertise
- Trained staff in customer service and operational best practices to drive positive KPI results
- Analyzed store performance data to identify sales opportunities and develop team strengths
- Managed back-office administration to comply with monthly audits

EDUCATION

Bachelor of Business Administration in Economics, Minor in Film Studies • 2012

Kennesaw State University, Michael J. Coles College of Business; Kennesaw, GA

SKILLS

Office Management, Project Management, Data Entry, Data Analysis, Research, Customer Service, Team Leadership, Employee Development & Training, Content Creation, Social Media, Windows, macOS, Microsoft Office, Apple iWork, Google G Suite, QuickBooks