

Rachel L Deckard

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Summary

Dedicated and driven individual with an extensive history in customer service and sales. Student at Eleven Fifty Academy for Microsoft .NET Course. Many years of experience in multiple leadership and management roles. Currently seeking new career opportunities in the technology space.

Core Competencies

- Microsoft Office
- G Suite
- Salesforce
- C#
- Cascading Style Sheets (CSS)
- HTML
- Git
- GitHub
- Unit Testing
- Visual Studio

Education

Eleven Fifty Academy Fishers, IN
Microsoft .NET July 2019 – December 2019

Aveda Fredric's Institute Indianapolis, IN
Esthetics Honors Graduated August 2018

Experience

Front Desk Receptionist Indianapolis, IN
Eye Surgeons of Indiana August 2019 to Present

Responsibilities

- Manage check in and check out window and input patient's demographics into EMR.
- Check insurance eligibility and accept payments, including balancing batch at end of day.
- Maintain patient files and paperwork, file charts, and pull charts for next day.

Part-Time Key-Holder Indianapolis, IN
SalonCentric November 2017 to Present

Responsibilities

- Day to day operations including opening, closing, shipment, and assisting customers.
- Being an essential resource for local salons and spas.
- Informing clients of the latest brands and tools to help them build their business.
- Promote classes for continuing education

Makeup Advisor Indianapolis, IN
Saks Fifth Avenue August 2018 to August 2019

Responsibilities

- Perform both walk-in and appointment makeovers.
- Assist clients with finding the makeup routine that best suits their needs.
- Organize and promote in store events both within own brand and throughout store.
- Keep up to date client book that allows for consistent and reliable sales.
- Maintain personal and division goals and metrics through strong salesmanship and follow-ups through email, phone, text, and written thank you notes.

Assistant Store Manager Indianapolis, IN
Talbots May 2015 to October 2017

Responsibilities

- Helping women look and feel her best.
- Handling everyday operational activities and store productivity.
- Coaching team about individual growth and assisting them with their client books and client relationship.
- Maintaining and executing any visual merchandising.

Acting Store Manager Indianapolis, IN
Talbots September 2016 to February 2017

Responsibilities

- Developing a strong team that provides our guest with a unique, personal experience.
- Creating schedule and maintaining payroll every month as well as other store manager duties.
- Leading the team to success through listening, inquiring, and inspiring.

Sales Associate Greenwood, IN
Coach December 2012 to May 2015

Responsibilities

- Providing a luxury experience for customers in everyday engagements.
- Reaching and exceeding personal and store sales goals through an independent and strong work ethic.
- Maintaining an up to date client book and growing relationships with customers through phone and email.

Certificates and Licenses

Eleven Fifty Academy
August 2019
.NET Gold Badge

Indiana Professional Licensing Board
August 2018 – September 2022
Esthetics License

References

Available Upon Request