

# RACHEL M. VLASSIS

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## Education

DeSales University, Center Valley, PA

Graduation May 2024

GPA: 3.96

- Bachelor of Science in Pharmaceutical Marketing
- Minor in Data Analytics and Applied A.I.
- Member of the Delta Mu Delta Business Honor Society
- Member of the National Society of Leadership and Success
- Semester abroad in Rome, Italy

September - December 2022

## Skills

- Technical: Minitab, Smartsheet, Veeva, Tableau Prep Builder and Intermediate, Google G Suite, SQLite, QuickBooks, Microsoft Office 365, Amazon Web Services Console, Blue Prism Robotic Process Automation, UiPath Robotic Process Automation

## Employment

Rosedale Family and Cosmetic Dentistry

May – August 2023

Receptionist

- Greeted and assisted diverse patients to effectively communicate the office policies and procedures
- Managed a high-volume phone system, handling appointment scheduling, cancellations, and inquiries with efficiency
- Maintained accurate patient records
- Collaborated with the team of doctors and dental assistants to ensure a coordinated and efficient patient experience

Ashfield MedComms

June - July 2022

Client Services Intern, Sanofi S.A.

- Worked remotely alongside client services mentor to maintain client accounts, facilitate project management, and ensure successful project delivery
- Assisted in the development of timelines and project briefs with exposure to RFP's and SOW's
- Utilized Microsoft Excel to produce and maintain several internal and client-facing projects
- Formulated a comprehensive key-term document to be disseminated to new hires
- Initiated a company-wide teamwork based “Day in the Life of an Intern” social media campaign

Hayes Handpiece Company of Baltimore

March 2018 - August 2021

Administrative Assistant

- Generated and processed invoices accurately and in a timely manner
- Entered financial data into the company database with a high level of accuracy
- Assisted in the creation and maintenance of an efficient filing system for financial documents