



Rachel Hopping

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1265 Oceanaire Drive, San Luis Obispo, CA 93405

EDUCATION

California Polytechnic State University, San Luis Obispo

Bachelor of Science in Graphic Communication, Web and Digital Media

To be conferred December 2016

Cumulative GPA: 3.72

Munich University of Applied Sciences, Munich, Germany

Cal Poly Exchange Program

March – July 2016

EXPERIENCE

New Student and Transition Programs

December 2015 – Present

Graphic Editor

- Conceptualized, created, and designed visual print and web projects that support the mission of New Student and Transition Programs
- Edited and updated current and archived materials using the 2016 orientation theme "Celebrating the Mustang Legacy"
- Communicated and coordinated with professional staff supervisor and Orientation Board Promotions, Media, and Communications Committee and Co-Chairs
- Managed working hours and completed projects outside of designated office hours based on deadlines and volume

Beverly's Fabrics and Crafts

August 2011 – September 2015

Supervisor

- Independently handled opening and closing procedures and balanced the daily transactions for 18,000 sq. foot store
- Well-versed in customer service, resolving and de-escalating customer service conflicts and disputes
- Designed and planned aisles and displays to promote customer interaction and sales
- Delegated projects and duties to 5 to 10 employees, and followed up to ensure those tasks were accomplished
- Updated social media pages to promote store products, sales, and events

RELEVANT SKILLS

Adobe Photoshop

Adobe Dreamweaver

Microsoft Excel

Adobe InDesign

Microsoft Word

HTML & CSS

Adobe Illustrator

Microsoft PowerPoint

LEADERSHIP & INTERESTS

SLO Cru

September 2015 – March 2016

Community Group Leader

Cal Poly Association of Transfer Students

August 2015 – March 2016

Vice President of Marketing

New Student and Transition Programs

April 2015 – September 2015

WOW Leader

- Guided over 25 new transfer students through the city and county of San Luis Obispo, and academic and social awareness programs
- Aided and supported 25 new transfer students through their acclimation to Cal Poly, the county of San Luis Obispo, and academic and social awareness programs
- Practiced communication, coordination, and interpersonal skills with co-leader and other WOW leaders on decisions and events throughout the week

SLO Cru

October 2014 – March 2016

Web Team- Social Media Leader

- Coordinated with other club leaders to maintain an informative website and social media pages regarding new events and information

Sierra College Intercollegiate Softball Team

2012 – 2014

Team captain 2013 – 2014

- Led 20 teammates by encouraging them athletically and academically
- Worked with coaches and co-captains to create a cohesive and successful team environment

HONORS

Cal Poly Dean's List

Awarded in Winter 2015, Spring 2015, Fall 2015, and Winter 2016