

# Rachel Whitbeck

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Kalkarer Straße 62, 47533 Kleve, DE

Born 07.09.1995 in Charleston, South Carolina USA



## Education

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### Rhine-Waal University of Applied Sciences

Kleve, Germany

#### Masters, Sustainable Development Management

10/2019 — present

- *Relevant Courses:* Data Collection and Analysis, Impact Evaluation, Management of Development Projects
- *Extracurriculars:* Fair Trade Organization (minute taker)

### University of South Carolina

Columbia, SC, USA

#### Bachelor of Science, Business Administration

08/2014 — 05/2018

- *Majors:* International Business and Management
- *Minors:* Spanish and Italian
- *Relevant Courses:* Economics, Finance, Management, Public and Professional Communication, Human Resources
- *GPA:* 3.97 of 4
- *Extracurriculars:* Rotaract International club, Buddies Beyond Borders, AΛΔ Honor Society, Italian club (pres.), Spanish club (secretary)

### Instituto de Empresa (IE University)

Madrid, Spain

#### Study Abroad

01/2017 — 05/2017

- *Relevant Courses:* Consumer Insights, Business Intelligence
- *Extracurriculars:* Rotaract International club
- *GPA:* 7.9 of 10

### Wando High School

Mount Pleasant, South Carolina, USA

#### Diploma, Track in Advanced Placement

08/2010 — 06/2014

- *Relevant courses:* Human Geography, Macroeconomics
- *Extracurriculars:* Ecology club, National Honor Society, softball, symphonic band, Spanish club (Vice President)
- *GPA:* 4.5 of 4 (weighted US grading scale)

## Digital Skills

- R Software
- Microsoft Office Suite
- Google Suit
- Point of Sale
- Website building
- Social media promotion and advertising (Facebook, Twitter, Instagram, LinkedIn, Yammer)

## Transferable Skills

- Organization
- Attention to detail
- Time management
- Problem solving
- Teamwork
- Customer service
- Letter and memo composition
- Proofreading
- Event planning
- Confidentiality

## Languages

- English: native
- Spanish: B2
- Italian: A2
- German: A1
- Portuguese: A1

## Work Experience

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### Medical University of South Carolina

Charleston, SC USA

#### SUSTAINABILITY INTERN

09/2020 — present

Promote events and sustainable living by managing the department's social media accounts. Provide creative support in planning and executing events. Assist with projects such as greenhouse gas accounting.

- Converted travel expenses for the past 5 years into mileage to be processed into greenhouse gas emissions.
- Created and scheduled at least 3 social media posts per week across 4 platforms.

### Town of Mount Pleasant Recreation Department

Charleston, SC USA

#### ADMINISTRATIVE ASSISTANT

07/2018 — 09/2019

Processed the department's bills and purchase orders. Guided new part-time hires through the on-boarding process. Assisted with reception and miscellaneous clerical projects using Microsoft Word and Excel.

- Minimized on-boarding process to one week.
- Organized both digital and paper files with a recorded system so as to be easily followed by others.
- Processed personnel files with detailed precision while also maintaining confidentiality.
- Utilized interpersonal skills while collaborating with coworkers and other departments, as well as while providing customer service.

### University of South Carolina

Columbia, SC USA

#### ECOREP

09/2014 – 05/2018

Promoted sustainability by planning engaging events in the residence halls. Provided information about different aspects of sustainable living. Advertised using social media for all EcoRep-related campus events.

- Utilized time management and organizational skills in event planning.
- Communicated with management, leadership, and 23 team members in an effective and timely manner with regard to events.
- Collaborated among the 8-person leadership team as well as in campaign groups under deadlines.

## Special Projects

### L'Oréal Brandstorm

Paris, FRANCE

#### International Finalist

01/2020 – 06/2020

Competed with 40,000 students worldwide to build a plastic-less future in the cosmetics industry.

Represented Germany in the international finals.

### Samsara Wellness

Columbia, SC USA

#### Business Consultant

09/2017 – 12/2017

Worked with a team for a local massage therapist in Strategic Management class to help achieve her business goals.

### IZZE

Madrid, SPAIN

#### Market Analyst

01/2017 – 05/2017

Worked with a popular American drink company in Consumer Insights class to understand IZZE's niche in the Spanish market.

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## References

Available upon request.