





RACHEL REED

CONTACT

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PROFESSIONAL SUMMARY

Recent college graduate with a bachelor's degree in Interactive and Graphic Design from Millersville University. Demonstrates strong analytical, problem-solving, and communication skills developed through academic projects, internships, and extracurricular involvement. Experienced in graphic design software with proven work. A strong leader capable of guiding others through design processes. Works collaboratively in team environments and manages multiple tasks to meet deadlines. Eager to leverage academic background and hands-on experience to contribute to the design industry and support organizational goals. Committed to continuous learning and professional growth.

SKILLS

- Time Management
- Multitasking
- Leadership
- Teamwork
- Photography
- Problem Solving
- Motion Graphics
- Strong attention to detail
- Design Strategically
- Strong work ethic

EXPERIENCE

Website Design and Marketing Internship, 2024-Current

270 Net Technologies, Frederick, MD

- Gained hands-on experience in website development and design using WordPress and Elementor, including customization of themes and plugins to enhance user experience and functionality
- Implemented SEO best practices and strategies for website optimization, including on-page SEO, keyword research, and content optimization using Yoast SEO to improve search engine rankings and visibility
- Learned the development and execution of Local SEO strategies to increase local search presence, including the use of Google My Business profiles
- Created social media calendars using Cloud Campaign, scheduling posts and tracking engagement to align with marketing goals and enhance online presence

C-130J Crew Chief, 2019-current

United States Air Force National Guard, Harrisburg, PA

- Conduct and review routine inspections and troubleshooting of aircraft systems, identifying and resolving issues to maintain optimal performance of aircraft
- Travel to temporary duty stations to collaborate with sister military units and broaden my knowledge of the aircraft
- Train and mentor junior mechanics, providing guidance on technical procedures and best practices to enhance team efficiency and skill development

EDUCATION

Millersville University

2021 - 2024

Bachelors of Design: Interactive and Graphic Design

Minor: Marketing

ACHIEVEMENTS

TSA Regional and State Logo Design Competition

Won 1st place in TSA Regional Logo Design competition 2 years in a row. As well as 2nd place at the state level 2 years in a row.

SOFTWARE KNOWLEDGE

Adobe Creative Suites

After Effects, Illustrator, In-Design, Photoshop, Dreamweaver

Microsoft Office Software

Word, Excel, PowerPoint

Komodo IDE 12

HTML/CSS

Figma

WordPress

Elementor, Yoast SEO

Lifter Operations Supervisor, 2019 – 2024

Liberty Mountain Resorts, Fairfield, PA

- Provide informative directions on how to operate a ski lift providing a safe and fun experience for all guests loading
- In charge of the creation and execution of employee schedules totaling over 50 lift operators to ensure 100% staffing of required workstations
- Present a detail-oriented meeting every morning to lift operators to acknowledge what needs to be completed for the day as well as what to look out for
- Assemble a lift schedule for each lift at the resort that includes lift operators of different knowledge levels to produce a smooth-running lift

Hostess and Server, 2017-2019

1863 Restaurant, Gettysburg, PA

- Provided exceptional service by taking orders, delivering food and beverages, and ensuring timely and accurate service to enhance guest satisfaction and dining experience.
- Managed seating arrangements and greeted guests with a friendly demeanor, handling reservations and walk-ins to optimize restaurant flow and minimize wait times.
- Assisted with to-go orders, preparing and packaging items efficiently to accommodate guests' preferences and ensure accurate order fulfillment.
- Addressed and resolved guest inquiries and concerns promptly, maintaining a positive atmosphere and ensuring a high level of customer satisfaction

REFERENCES

John Colgan

Technology Education Teacher

(717)321-4813

JColgan@gasd-pa.org

Tim Auxt

Lift Operations Supervisor

(240)405-9619

Jermey McKnight

Mountain Operations Manager

(970)417-0706