

Rachel Needham

rnneedham02@gmail.com

(402) 209-3158

My Skills / Personality

Figma	Creative
InDesign	Punctual
Illustrator	Leadership
Photoshop	Passionate

Education

Southeast Community College

Associates of Arts • **GDMA Program**

Estimated Grad Date: May 2023

SILAR Academy

Highschool • **Homeschool**

Grad Date: May 2020

Experience

John Breslow Ice Hockey Center

Event Manager • 10/22 - present

Handled payment over the phone

Handled cash and card payments as cashier

Planned and organized customer parties

Organized rooms and day planning for the event

Called and emailed people to book a party and/or events

Arby's

Shift Manager • 01/22 - 10-22

Upheld company standards and compliance requirements for operations.

Enhanced operations and boosted productivity through employee training.

Taught staff up-selling techniques to meet revenue targets.

Coordinated shift workers for inventory receiving, auditing and restocking.

Directed employees through daily routines.

Handled customer complaints, questions and inquiries.

Managed cash positions and made bank deposits.

Managed daily cash intake by counting out registers and tabulating profits.

