

# Rachel Wallace

(416) 697-2583

Whitby, ON

[RachelCanWallace@gmail.com](mailto:RachelCanWallace@gmail.com)

- Excellent communicator
- Several years of experience working Adobe products (Photoshop, Illustrator, Premiere, After Effects, etc....)
- Able to work well independently and with others
- Strong leadership skills, appointed by professor to lead group for a business client
- Passionate learner, able to self-teach new skills (ex. Coding, Graphic Design, Psychology and more)

## Work Experience:

- Freelance Graphic Designer Jan 2019 – Sept 2021
  - Can confidently cold call potential clients and build a solid rapport with them
  - Able to aid in helping create a strong brand from the ground up as well as create the assets needed for said brand from scratch
- Streaming Personality/Host April 2019 - Sept 2021
  - Set own work schedule and stick to it
  - Able to fully carry out complex projects
  - Able connect with strangers and build rapport quickly
- Philthy Philly's Cheesesteaks and Poutinerie Oct 2015 – Jan 2017
  - Interacting with guests with superior customer service
  - Able to explain quickly but thoroughly the highlights of menu to first time guests (make the large menu less intimidating)
  - Train new members for other new branches opening around Durham Region
  - Handling money and keeping proper till
  - Cleaning and maintaining front and back of house
- Swiss Chalet Feb 2012 – Jan 2016

- Unofficial team leader of take-out and drive-thru department
- Top up-seller for all four years (promoted and sold most add-ons or upgrades)
- Personally helped fix any issues to ensure any unhappy guests left feeling good
- Training all new drive-thru and take-out members

## Education:

- Durham College
  - Currently working towards an Interactive Media Design diploma, 2023
  - Media Fundamentals, 2020
- Dunbarton High School, 2011
  - High School Certificate of Second Language (French)
  - Arts and Culture Specialist High Skill Major

References will be provided upon request