



RACHEL FORD

(310) 408-2413

RachelFord1024@gmail.com

BA Psychology | UC Irvine 2018

Palos Verdes, CA

Admin Experience

MAY 2021-NOV 2023

PRINT SPECIALIST | COLOR DOTS INC.

- Work with clients to design logos & create paper products
- Operate printers
- Screen phone calls
- Restock inventory
- Prepare invoices
- Organize company files
- Customer service via phone, email & in person
- Pack and ship orders

AUG 2021 - JAN 2023

DIRECTOR OF PHILANTHROPY | GIVING TREE NETWORK

- Strategize giving campaigns to meet funding goals for startup
- Collaborate with Board members, CEO and Directors
- Plan fundraising and networking events
- Curate content and blogs
- Maintain company files
- Create power points and lesson plans outlining non profit goals
- Form relationships with other nonprofit leaders to build community
- Plan community outreach initiatives
- Research, write and submit grant proposals

SEPT 2019 - MARCH 2020

INSTRUCTOR | CREATIVE BRAINS

- Create and execute lesson plans
- Manage classrooms of 25 students grades 1-5th
- Assist with homework and class assignments
- Maintain classroom supplies
- Meet with parents to review student records
- Collaborate with Teachers and Special Education Instructors

JUNE 2016 - MAY 2017

WHOLESALE ACCOUNT MANAGER | LADY LUX SWIMWEAR

- Customer service via online and phone
- Update inventory
- Supervise staff
- Maintain buyers accounts through QuickBooks & Magento
- Brand marketing through blogs and ad campaigns
- Lead sponsor/ambassador outreach
- Pack & ship packages
- Run essential errands
- Manage company calendar

OCTOBER 2015 - JUNE 2016

DATA COLLECTION INTERN | CHILD GUIDANCE CENTER

- Direct group sessions for children ages 5-10
- Take/log notes on patient behavior
- Record findings to confidential patient files
- Book appointments
- Transcribe faculty meeting notes
- General office upkeep

Creative Experience

2020-Present

ILLUSTRATOR | FREELANCE

- Schedule meetings with non profits & individuals
- Convert manuscripts into illustrated images for publishing
- Provide sample images for review
- Edit based on client feedback
- Format manuscript to images
- Honor deadlines
- Draft client contracts

MAY 2018- MARCH 2020

ARTIST | FREELANCE

- Create original artwork using various mediums
- Hand sew custom clothes
- Handmade jewelry
- Market via social media
- Design ads and promotional content
- Manage sales online & in person
- Design packaging and website

OCT 2017-April 2018

UC IRVINE | Creative Director

- Establish quality standards and procedures
- Manage supply needs for the art department
- Directed and produced a 5 part web series
- Create storyboards & scripts for animation team
- Collaborate with management and tech crew
- Schedule and meet production deadlines
- Book filming locations
- Draft and conduct interviews with participants
- Edit footage

Extra Education

UCLA | Pre & Post Production Certificate (2019)
Cause Selling in Fundraising | Certificate (2021)
GCC | Honing/picking up more skills (ongoing)

SKILLS

Google Workspace	Call Screening
MS Office	Sales
Adobe Photoshop/Illustrator	Data Entry
Procreate	Recruiting
QuickBooks	Driving
Magento	Invoicing
Customer Service	Design
Fiery	Presenting
iQueueWin	Editing
Emailing	Proofreading
Scheduling	Social Media
Organizing	Highly Teachable
Staff Management	Self Motivated