

Rachel B. Faleshock

1506 N. Carlisle Street, 3rd Floor ♦ Philadelphia, PA 19121 ♦ (717) 395-8907
Rachel.beth.faleshock@temple.edu

Education

Bachelor of Science, Accounting (in progress)

August 2012—Present

Fox School of Business/Temple University, Philadelphia, PA

GPA: 3.5

Harrisburg Area Community College, Harrisburg, PA

August 2011-May 2012

Attended HACC during my Senior year of Central Dauphin East High School, earning 24 transferrable college credits. GPA: 3.5

High School Diploma

Central Dauphin East High School, Harrisburg, PA

August 2008—June 2012

GPA: 3.8

Work Experience

Temple University Owls Football Program, Philadelphia, PA August 2012—Present

Equipment Manager

Responsible for aiding and assisting the Equipment Supervisor in managing the equipment and apparel for the Temple Owls Football Team. My duties also include the maintenance and repair of equipment, as well as inventory maintenance. Distribution to athletes of all Home and Away Game Day apparel. Unpacking, laundering and reorganization of equipment and apparel following events. Present at all team practices, under direction by Football Coach and Staff. Travel with the team to all Home and Away Games, as directed.

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Work Experience, continued....

National Adjustment Bureau, Harrisburg, PA

June 2010-August 2012

Inventory Specialist/Office Assistant

My duties included conducting home inventories for homeowners who suffered an insurance loss due to fire. Responsible for transferring the data compiled from a recording into an Excel Spreadsheet. Priced damaged items, which were later submitted to the insurance carrier for payment. Completed various administrative tasks, such as handling incoming phone calls, filing, letter writing, and accounting tasks., including working with Quick Books, Excel, Word, Publisher and Power Point.

Ice Cream Heaven and BBQ Cottage, Harrisburg, PA

April 2007-Present

Counter Help

I have been employed by this local, family-owned business since age 13. I continue to work on a part-time, as-needed basis when I am in the area. My duties include taking customer's orders and ensuring each customer receives timely and pleasant service. I am responsible for maintaining all food sanitation guidelines and ensuring that the dining room, rest room and kitchen are properly maintained at all times. I am also responsible for supervising younger staff members and training them, as needed. I have experience with a programmed cash register and credit card processing machine.

Community Work

Habitat for Humanity, Baton Rouge, LA

In the summer of 2013, I traveled to Louisiana and performed painting and light carpentry work for the organization.

Central Pennsylvania Food Bank, Harrisburg, PA

Volunteer from 2010 to Present

Duties include sorting and repackaging food, as well as stocking shelves.

Chambers Hill Fire Company, Harrisburg, PA

Junior Volunteer Firefighter from 2010 to 2011

Bingo Fundraising Committee Member from 2010 to Present