

# Rachel Boothe

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Always up for a challenge no matter what. Dedicated professional with proven performance in management, leadership and communication. Detail-oriented in problem-solving and planning. I am ready to make an immediate contribution to your organization. Adaptable professional with 20 years of work experience and proven knowledge of leadership, problem-solving, and prioritization. I am aiming to leverage my abilities to successfully fill any role at your company. Detail-oriented professional with excellent communication, interpersonal, and creative thinking skills. I am aiming to leverage my abilities to successfully fill the vacancy at your company. Frequently praised as hardworking by my peers, I can be relied upon to help your company achieve its goals.

## Experience

May 2023–July 2023

• Travel Coordinator Clerk 1923 S2-PREP • Accounting • King Street Productions/Paramount Pictures

In this position I am responsible for reconciliation of all travel expenses from flight, housing, car rentals, etc. But my role was primarily just flights. We have a team that split up the assignments.

Aug 2022–Dec 2022

• Covid Compliance Officer • Health & Safety Team • King Street Productions/Paramount Pictures

Health and Safety Team for 1923, Communicate safety information. Worked on the movie set every day to perform COVID testing to all of the cast and crew of the production of 1923. I made sure masks were worn on set(indoors) and in Transportation Vans, and the crew was following safety measures. Ensure that all personnel know and follow established safe work procedures in accordance with safety protocols and the unit's re-entry plan.

Oct 2021–Aug 2022

On-Site Representative • Service Representative • Grainger

I worked remotely in Montana for Grainger. I would go to many State Government facilities and other big industrial corporations around the whole state of Montana. My role was to go on-site to these places and put in weekly orders of supplies like safety equipment and any kind of supplies that the facility needed for the week. Made appropriate account corrections to resolve customer problems. Gave accurate and appropriate information to answer questions and troubleshoot issues and resolve complaints. Built sustainable relationships and trust with customer accounts using open and Interactive Communication. Used job-related software.

March 2022–Oct 2022

Flight Attendant • Cabin Crew • Air Wisconsin

Greeting and communicating with customers. Always conduct safety checks before the flight. Guide and assist for safety and comfort to passengers. Performed detailed safety briefings before departure, communicating with passengers in exit rows for emergency compliance. Announced and demonstrated safety and emergency procedures for oxygen masks, seat belts, and life jackets. Walked aisles of planes to verify that passengers had complied with federal regulations prior to takeoffs and landings. Prepare and serve drinks and food to passengers.

## Education

- Appleton East High, Appleton Wisconsin
- Class of 2001



