

# Rachel Marino

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## WORK EXPERIENCE

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The BAE Company, L.C. Miami Shores, FL

*Editing and Document Consultant* February 2006—present

- Edit and format documents for quality management
- Create database programs and conduct data entry
- Create merge documents

University of Miami Professional Development and Training Office Miami, FL  
*Senior Staff Associate* July 2005—present

- Monitor and reconcile financial records and purchasing card statements
- Track costs of core programs and assist with budget preparation
- Process purchase orders and human resources documents
- Maintain calendar for executive director and schedule departmental meetings

University of Miami Professional Development and Training Office Miami, FL  
*Staff Associate* August 2004—July 2005

- Responsible for general office management, including maintaining supplies and equipment inventories and performing general office reception duties
- Provided direct support to the assistant director
- Coordinated room assignments, audiovisual and technology requirements for classes, trainings and meetings, and processed training reports
- Acted as NetLearning and NetManager Administrator
- Coordinated and maintained calendars for professional staff and schedules for core training programs

## SKILLS

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- Proficient in French
- Working knowledge of Spanish
- Proficient in Microsoft Word, Excel, Access, PowerPoint, Outlook and Publisher; 45 wpm typing
- Proficient in database programs Dynix, NetLearning, NetManager and PIDMS
- Proficient in financial programs Financial Records Systems, DMAS, Reports Distribution System and QuickBooks

## EDUCATION

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University of Miami May 2004 Coral Gables, FL  
Bachelor of Arts in International Studies and French  
Minors in Business Administration and Political Science  
GPA: 3.72 General Honors, Cum Laude

## HONORS

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- Bowman Foster Ashe Scholarship
- Presidential Honor Roll
- Provost Honor Roll
- Dean's List
- Golden Key International Honor Society
- Honor Students' Association
- Pi Delta Phi

## ADDITIONAL TRAINING

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- Microsoft Outlook Training - University of Miami - 2004
- Administrative Assistants Conference - SkillPath Seminars - 2005
- Customer Service Skills Service - University of Miami - 2005
- The Exceptional Assistant - Fred Pryor Seminars - 2005
- The Quickbooks Seminar - 2006