

Rachel C. Payne

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Objective

A career requiring strong communication skills as well as creativity, intelligence and interpersonal relationship skills.

Education

Meredith College, Raleigh NC
December 2006

B.A. in Mass Communication, Minor in Graphic Design

Coursework includes: Two Dimensional Design, Typography and layout Design, Marketing, Publicity, Media Writing, Business and Professional Communication, Computer Science, and Media Law and Ethics

Accomplishments

- **Public Relations Projects:** assisted in event and seminar planning; interpersonal, electronic and written communication with company clientele
- **Graphic Design Projects:** book design for special interest groups, identity designs, marketing materials for non-profit organizations
- **Fundraising Projects:** academic grant writing
- **Technical Writing Project:** writing and revising

Experience

Administration Assistant: Mutual of Omaha, Raleigh, NC 2005-Present

- Completed various client communication projects, screening and electronic mailing lists.
- Recruited new clients and scheduled the sales agents appointments

Sales/Administration Assistant: Martial Arts School, Cary, NC 2004-2005

- Completed general office duties, membership sales

Sales Representative: Midway Airlines, Raleigh, NC 2004

- Provided customer service to new and existing clients; scheduled and booked flights.

Sales Representative: Mutual of Omaha, Austin, TX 2003

- Insurance and financial services sales; conducted product seminars and personal consultations

Skills/Activities

- Computer skills: proficient in Photoshop, QuarkXpress, Adobe Illustrator, InDesign and Pagemaker, Word; familiar with Java, jGrasp
- Vice President of WINGS, a Non-Traditional Student Group, Meredith College 2005-2006
- Appointed member of Meredith College Childcare Task Force 2005
- Graduate and current member of LeaderShape Institute 2005

References and Portfolio available upon request