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| Rachel  Schiff | 75 Penrhyn Road, Suite 404, Kingston upon Thames, Surrey, KT1 2EQ  +44 7874 342783  Rschiff51@gmail.com  Linkedin.com/in/schiffrachel  Twitter : @rshifty |

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|  | **Objective** |

To transfer my prior skills and knowledge taken from my current studies into an appropriate role.

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|  | Education |

## MSc in International Business Management with Marketing Pathway| Kingston University

### September 2019 – September 2020

Currently studying for a degree from the AACSB accredited School of Business.

Volunteers as **Course Representative**, member of multiple societies to network internationally.

## BSc in Accounting | State University of New York at New Paltz

### August 2012 – May 2016

Received a degree from the AACSB accredited School of Business.

**Studied abroad** in July 2014 in London. Was a part of the first state-funded university burlesque troupe in the United States. Was a member of the **American Marketing Association** for 3 years.

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|  | Experience |

## Staff Accountant | HITS Inc.

### May 2017 – July 2019

Managed accounts payable for a multitude of companies (hotel, restaurants, national horse shows). Also was back-up for payroll services, tip allocation, and daily bank balancing.

## Customer Service Associate | Charlotte Russe

### October 2016 – October 2017

Was a key member of an ever-growing team of women whose sales objectives and customer experience goals were met daily. Switched roles within the store depending on current needs.

## Accounting Intern | Canary.is

### DECEMBER 2015 – JULY 2016

Handled many aspects of the accounts payable process at Canary by using a combination of accounting software and custom Google Apps workflows. This role involved communicating with team members across the organization, and with external partners.

## Usher | SUNY New Paltz

### June 2015 – MAY 2016

Worked as a team member as a part of the music programs at SUNY New Paltz. Organized event seating, paper products, and was the first contact with any issues that arose.

## Research Intern | J. Patrick & Associates

### January 2015 – MAY 2015

Sourced potential employees for engineering roles worldwide, used LinkedIn Recruiter, HubSpot, & Bullhorn. Gained HubSpot certifications in inbound marketing and SEO.

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|  | Skills |

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| * Knowledgeable in interpersonal communications * ADP & Paychex payroll systems * Well-versed in social media, including Snapchat, TikTok, Instagram, and Twitter | * Proficient in French * Currently HubSpot certified in content marketing, social media, & inbound marketing * Data analysis (SPSS & SQL) |

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|  | Achievements & Activities |

Member of multiple societies including **Ulster County Chamber of Commerce**

Graduate of the **Common Purpose Leadership** seminar in October 2019, and recipient of the Kingston University **Gold Award** in July 2020.

Is a consumer of new technologies, a theatre and live music enthusiast, an adventurous foodie, and an international traveler.