

Rachael Jeffries

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PROFESSIONAL SUMMARY

Professional and knowledgeable student pursuing English/Technical Communication at Missouri University of Science and Technology. With a goal to emphasize in computer science. I have skills in communicating with peers, working in a team, and am able to easily adapt in any work environment.

SKILLS

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|-------------------|---------------------|-------------|
| - Adobe Photoshop | - Microsoft Outlook | - Wordpress |
| - Adobe Indesign | - Google Sheets | - Canva |

EDUCATION

Missouri University of Science and Technology B.S. English/Technical Communication	May 2026
North Callaway High School Valedictorian	May 2022

WORK EXPERIENCE

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| Crew Member, Dairy Queen | February - April 2022 |
| <ul style="list-style-type: none">Resolved complaints professionally and promptly while maintaining customers' approval.Handled currency and credit card transactions while working with a point-of-service (POS) system. | |
| Deli Member, Walmart | June - August 2023 |
| <ul style="list-style-type: none">Worked with team members to maintain high standards of customer service in a high-volume, fast paced environment.Stocked and replenished merchandise according to store merchandising layouts | |
| Research Assistant, Dr. Hercula Missouri University Science & Technology | May - November 2023 |
| <ul style="list-style-type: none">Transcribed media clips representing prescriptive ideologies and analyzed clips through a linguistic lens.Used linguistic identifiers to organize transcribed media.Utilized Google Sheets to store data. | |

HONORS

- Graduated valedictorian of 2022 highschool class.
- Was an officer of Student Council all four years of highschool.
- Was an active member of National Student Honor Society two years of highschool.
- Finished every semester on the Dean's List.
- DJ at KMNR Radio Station.