

Rachel Polachek

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Project Management | Print Production

EXPERIENCE

Freelance, Pittsburgh, PA

Musician, Feb 2021 - Present

- Write and produce original music.
- Record, mix, and master tracks of varying genres utilizing both audio and MIDI inputs.

Pump Peelz, Finleyville, PA

Production Project Manager, May 2021 - August 2023

- Developed project schedules, tracked progress, and coordinated resources. Monitored design stages, manufacturing, and fulfillment.
- Maintained communication with clients regarding project updates and changes.
- Drove a 30% sales increase within our B2C site over the course of a year and saw continuous growth thereafter.
- Attended the Children with Diabetes Friends for Life (CWD FFL) Conference. Collaborated with booth design, branding, and product display. Promoted the company through interacting with attendees and networking with vendors.

Print Production Supervisor, May 2017 - April 2021

- Shortened production and fulfillment time by 2-3 days on average through increasing efficiency in print flow, bulk fulfillment, and improved training.
- Led manufacturing stages and oversaw the fulfillment of orders.
- Maintained and utilized wide-format digital printers/cutters, laser systems, direct-to-garment, direct-to-film, and dye-sublimation.

Jim Grips, Pittsburgh, PA

Founder, June 2020 - August 2023

- Utilized user research, SEO, and keyword enhancement to increase web presence.
- Curated design collections, product photography, and created marketing campaigns. Run social media platforms to increase brand awareness and sales.
- Completed product prototyping, development, and design.

EDUCATION

Digital Media Technology, BS

California University of PA, 2021

- Minor in Music
- Summa Cum Laude
- Presidential Scholar
- Dean's List Recipient
- 73rd Annual PICB Pianist

HARD SKILLS

- Project Coordination
- Digital Design
- Product Development
- Visual Communication
- Print Production
- Photography

SOFT SKILLS

- Organization
- Management
- Communication
- Problem-Solving
- Attention to Detail

PROGRAMS

- Microsoft Office
- Adobe Creative Suite
- Shopify
- HTML & CSS
- Figma / Sketch
- Canva