Rachel Polachek

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Project Management | Print Production

WORK EXPERIENCE

Guitar Center, Pittsburgh, PA
Music Instructor, April 2024 - Present
- Assess new students' current level and adapt lessons as students' abilities progress.
- Develop lesson plans for students based on students' goals.
- Instruct piano, guitar, bass, and music theory.

Pump Peelz, Finleyville, PA
Project Manager, May 2021 - August 2023
- Managed projects from concept to completion, ensuring deadlines were met within the set scope and budget.
- Developed project schedules, tracked progress, and coordinated resources.
- Communicated with clients regarding project updates, timeline changes, and schedule changes.
- Drove a 30% sales increase within our B2C site over the course of a year and saw continuous growth thereafter.
- Attended the 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.

VOLUNTEER EXPERIENCE

North Strabane Fire Department, North Strabane, PA
Firefighter/EMT, Dec 2023 - Present
- Probationary Firefighter and EMT in training.
- Respond to emergencies and outreach events.
- Create flyers, postcards, tee shirts, articles, and annual reports.

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