

Rachel Polachek

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[LinkedIn](#)

Project Management

Professional Summary

Efficient self-starter with 3+ years experience managing projects, using agile and waterfall methodologies. Motivated to increase my skill set while applying my experience within the Dotcom Design Team.

Project Experience

Wholesale Website, Pump Peelz

- Completed research and testing to determine best application.
- Created within Shopify utilizing third party apps.
- Generated additional sales from early completion which allowed clients to fulfill their order needs.

CWD Mugs, Pump Peelz

- Conducted research on printing processes for mugs that would produce the best print, while also being cost effective.
- Maintain communication with the client to ensure accurate design, quantity, and deadline.
- Led the project team consisting of a designer, production, and fulfillment specialist.

Professional Experience

Pump Peelz, Finleyville, PA

Project Manager, May 2021 - August 2023

Print Production Supervisor, May 2017 - April 2021

- Managed projects from concept to completion, accounting for the entire project life cycle..
- Developed project timelines, coordinated resources, and identified and assessed risks.
- Collaborated with clients to update and ensure project success.
- Participated in discussions and in presenting project reports to leadership, recommending changes and ideas.

Education

Digital Media Technology, BS

California University of PA, 2021

- Summa Cum Laude
- Presidential Scholar
- Dean's List Recipient
- Music Minor

Software

- Slack
- Jira
- Smartsheet
- Figma
- Microsoft Office
- Shopify

Skills

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