**Rachel E. Blevins**

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 **Experience:**

 **Organizational Communication** Longwood University

 ***Interview Coordinator for team Adirondack*** Fall 2011

* Conducting a communication audit on Longwood parking services in order to help them improve and become a stronger department on campus.
* Correspond with clients in order to schedule interviews appropriately.
* Collaborate with team on what interview questions should entail.
* Insure confidentiality when interviewing clients

**Delta Zeta Sorority** Longwood University

***Academics Chair*** Spring ’11-present

* Consult with members to ensure good work ethic practices to maintain grades and success.
* Shape new ideas to motivate members to succeed academically.
* Maintain a positive attitude to keep members motivated and comfortable
* Keep organized files and report to Delta Zeta headquarters.
* Recognize Longwood Staff for their efforts to help members soar academically.

**Express Fashion** McLean, VA

***Sales Associate*** Spring ’09-Winter ‘11

* Worked closely with fellow associates and managers to run a successful retail store.
* Always catered to customers’ needs and provided helpful feedback with a positive attitude.
* Willing to help at all times and gladly took extra shifts when needed
* Kept work area clean and organized.
* Maintained positive and effective communication between coworkers and customers.

**Education:**

***Longwood University*** Farmville,VA

* Bachelor of Arts Communication Studies with a concentration in *Public Relations*.
* Minor in Sociology

**Involvement:**

**Amor Club** Longwood University

 ***Head of Memory Project Committee*** Spring ’11-present

* Provide support and supplies to orphanages in South America.
* Hand out photos of orphans to group members to create portraits by hand.
* Help members with portraits and to make sure they are completed on time.
* Mail portraits to Memory Project Headquarters where portraits will then be sent out to South America.
* Portraits are gifts to the orphans since it is the only thing they can call their own. It gives them the opportunity to see what they look like due to lack of mirrors in orphanages.

**Skills:**

* Flexible when it comes to working with others
* Hardworking and always willing to assist those in need
* Handles stress well