

RACHEL E. KOLLER

1404 Royal Oak Drive, Blue Bell, PA 19422 | 610-613-5721 | rachelkoller6@gmail.com

EDUCATION

Loyola University Maryland

Expected Graduation May 2020

Bachelor of Arts in Communications, Minor in Writing

Student Athlete, Loyola's NCAA Division 1 Women's Track Team

Cumulative GPA 3.5

Major GPA 4.0

Dean's List Fall 2017

Gwynedd Mercy Academy High School

Graduated June 2016

Cumulative GPA 3.56

WORK EXPERIENCE

Writing Center, Loyola University Maryland, Baltimore, MD

Aug 2017 – Present

Editor and Tutor in Loyola's Student Writing Center

- Review and provide advice to students relating essays or projects of any subject
- Offer guidance through the drafting process and formatting concerns

Loyola University Maryland Student Technology Center, Baltimore, MD

Technology Services Specialist

Sept 2016 – Present

- Optimize registration procedures and communication system to process service requests
- Resolve technological problems/challenges for an average of 30 clients per week

Whitemarsh Valley Country Club, Whitemarsh, PA

Lifeguard

May 2014 – Present

- Protect all club members, acting immediately and appropriately in the event of an emergency. Guarding at least 15 people at a time
- Instruct role-play sessions with fellow lifeguards to prevent dangerous scenarios
- Teach group and individual swim lessons for beginner and intermediate swimmers, about 5 per week

LEADERSHIP POSITIONS

The Career Center, Loyola University Maryland, Baltimore, MD

Sept 2017- Present

Career Ambassador

- Train with a group of peers and Career Advisors to become para-professionals in career development and reinforce strong leadership, communication (written and verbal), time management, and teamwork skills
- Organize events on campus by creating schedules for The Career Center staff, reserving space for the events, and overseeing the operations of the events
- Assist students with résumé, cover letter, and LinkedIn profile development

National Honor Society, Gwynedd Mercy Academy High School

March 2015 – May 2016

Member

School Magazine, Gwynedd Mercy Academy High School

Sept 2012 – May 2016

Editor, Publisher

Track and Field Team, Gwynedd Mercy Academy High School

Dec 2013- May 2016

Captain

Ministry Team, Retreat Leader, Gwynedd Mercy Academy High School

Sept 2014 – May 2016

President

VOLUNTEER EXPERIENCE

Teenagers Incorporated, Chestnut Hill, PA, Antigua, Guatemala

Sept 2013 – Aug 2016

Member, Trip participant

- Participated in service trip to Guatemala, rebuilt boarded up homes, and distributed food and clothing

Living in Classrooms, Baltimore, PA

Dec 2016 – Present

Tutor

- Teach children study skills, assess goals, and arrange equipment within the facility

PUBLICATION

Essay, "Baltimore, The Greatest City in America: Seeing Our Neighbors as We See Ourselves" published into Loyola "New Hounds" Newsletter

May 2017