

Rahel I. Bachmann

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Professional Summary

Recent cum laude graduate from Santa Clara University with a Bachelor of Commerce in Management & Entrepreneurship, complemented by a minor in Ethnic Studies. Strong analytical and strategic thinking skills, with experience managing and coordinating projects.

Education

Santa Clara University Leavey School of Business

Bachelor of Commerce in Management, Minor in Ethnic Studies | Graduated 2023, GPA: 3.5
| Honors: cum laude

Relevant Coursework: Financial Management, Global & Cultural Environment of Business, Introduction to Managerial Accounting, Management of Organizations, Operations Management

Experience

Artificial Intelligence Evaluator/Writer

Outlier AI | Remote | March 2024 - Present

Rigorously evaluate and rank over 60 AI-generated responses weekly, ensuring adherence to stringent quality standards.

Enhance clarity and accuracy of AI-generated texts, improving content quality.

Delivered detailed feedback on 60+ evaluations, significantly enhancing developer understanding and subsequent AI performance.

Program Assistant

The African American Policy Forum | Remote | Jul 2023 - Aug 2023

Facilitated smooth operation of 20+ virtual workshops by providing comprehensive support to faculty presenters and a combined 200+ participants.

Streamlined inter-departmental communications for 30+ virtual sessions, enhancing session flow and participant engagement through effective use of Zoom and Hopin.

Edited and curated 30+ hours of video content, boosting user engagement on the organization website.

Community Coordinator

IGNITE National | Santa Clara, CA | Jan 2022 - Jul 2023

Spearheaded leadership workshops for 100+ young women to foster political ambition and create new community leaders.

Strengthened the Santa Clara University student-led chapter, growing membership and improving event attendance.

Managed logistics for 40+ events annually, enhancing coordination efforts that led to a 35% increase in participant satisfaction scores.

Developed comprehensive progress reports that informed strategic decisions, enhancing regional operations effectiveness.

Hosted multiple community councils and bootcamps, increasing political engagement among attendees.

Participated in social media campaigns that increased follower interaction, utilizing dynamic content such as Instagram Reels and TikToks.

Managed program data for over 100 participants, optimizing event planning and execution through detailed logistics analysis.

Research Assistant

The African American Policy Forum | Remote | Jul 2022 - Sep 2022

Engaged actively in 15+ strategic brainstorming sessions, contributing ideas that were incorporated into our team's final project.

Conducted in-depth research for campaign initiatives, developing content that increased digital media engagement.

Cashier/Host

Brent's Deli | Westlake Village, CA | Oct 2018 - Jan 2019

Ensured a welcoming atmosphere by greeting over 150 customers daily and efficiently managing multi-line telephone communications.

Accurately transcribed orders for up to 100 customers daily, ensuring precise fulfillment and customer satisfaction.

Proactively addressed and resolved customer issues daily, facilitating a responsive feedback loop with management.

Efficiently managed over \$10,000 in transactions weekly, maintaining impeccable accuracy and security.

Projects

Community Consulting: Website Redesign and Training

Jan 2022 - Mar 2022

Led a team to redesign and restructure a non-profit organization's website, creating mock-ups and new content aligned with their brand.

Developed a WordPress training program to teach employees how to manage and update the website.

Demonstrated project management skills by coordinating with the client, understanding requirements, and adapting plans based on feedback.

Exhibited strong communication abilities through client meetings, presentations, and acting as the main point of contact.

Levi's Marketing Strategy

Jan 2022 - Mar 2022

Conducted an in-depth analysis of a major brand's marketing strategy as part of a team project for Marketing course.

Identified significant areas for improvement and growth opportunities within the brand's marketing approach.

Developed a comprehensive marketing plan to address key obstacles and challenges faced by the brand, ensuring proposed solutions were impactful and addressed core issues.

Leveraged research skills to gather data and insights to inform strategic recommendations.

Collaborated effectively with a diverse team, combining perspectives to deliver a high-quality project.

Skills

HTML

Microsoft PowerPoint

Trello

Asana

Google Drive

Social Media

Microsoft Office

Microsoft Excel

Extracurricular Activities

Volunteer Staff

NJO Foundation Africa | Oct 2023 - Apr 2024

Helped with creating graphics, communications, website building, and increasing donations.

Student Volunteer

Catholic Charities of Santa Clara County | May 2023 - Jun 2023

Provided literacy tutoring and led arts, crafts, and sports activities in the CORAL Program for K-8th grade students.

Co-President and Rehearsal Director

Supertonic A Cappella Group

Led and taught musical arrangements to 20+ members, organized 10+ campus-wide performances annually, enhancing the group's visibility and membership.

Member

Igwebuike (Black Student Union)

Engaged in community building and cultural awareness initiatives.

Outreach Officer

Feminists for Justice

Spearheaded campus outreach efforts, contributing to an increase in organization membership and active engagement.

Languages

Spanish - conversational

French - basic

Amharic - basic