



RACHEL KLEINE

WWW.RAEOFSUNSHINEDESIGN.COM ✉ RACHEL.A.KLEINE@GMAIL.COM 📞 715.412.2078

WORK EXPERIENCE

SALES SUPPORT MANAGER : 2026

Pixster Photobooths - San Diego, CA

- + Reviewed event timelines and emails, adding all pertinent details to the internal event calendar
- + Ensured all internal departments were updated on any changes to reservation details & requirements
- + Processed contracts and payments for upcoming events, confirming all details were accurate before finalizing
- + Communicated effectively with clients, production team, and attendants about all event specifics/questions
 - Examples include timing, logistics, design details, space/power requirements, etc.
- + Assisted with design work and production elements per client specifications

VISUAL MERCHANDISER, RETAIL MANAGER, & BUYER: 2021 - 2026

Green Fresh Florals + Plants - San Diego, CA

- + Utilized design knowledge to direct visual merchandising
 - Examples include creating mood boards, generating color palettes, and composing interesting layouts
- + Implemented creative ideas both individually and as the lead of a team
- + Supervised sales floor operations
- + Warmly greeted customers and assisted them however possible
 - Examples include retail sales, floral arranging, interior plant tech and design
- + Searched for and acquired new products that fit with current aesthetics & sales trends
- + Designed signage and branding for the store
- + Problem solved efficiently when dealing with customer concerns, including high profile clients
- + Assisted store owner with inventory management and administrative duties
- + Documented customer orders and operated logistics
- + Answered and directed phone calls/emails politely and professionally

FLORIST & SALES ASSOCIATE: 2019 - 2021

Vons 2120 - San Diego, CA

- + Provided excellent customer service and completed custom orders in a timely fashion
- + Organized/scheduled delivery orders through FTD and filed paperwork accordingly
- + Followed instructions and guidelines without difficulty
- + Managed department alone on a regular basis

GRAPHIC DESIGNER : 2016 - 2018

Dining & Summer Conferences at the University of Wisconsin-Stevens Point

- + Created, updated and maintained signage for all six dining locations
- + Lead and directed design team progress on multiple projects
- + Excelled at restaurant rebranding and implementation
- + Created graphics for web and social media accounts of all dining locations
- + Research and branding skills were used to market and promote events
- + Provided photography and video services during events
- + Stayed organized while working with strict deadlines
- + Communicated well with colleagues and managers with limited design experience
- + Worked in a fast-paced environment with little supervision
- + Organized schedules with a small team in order to get projects finished efficiently
- + Collaborated on larger projects as part of a team
- + Promoted to Senior Designer within first year

REFERENCES

CARLOS FRANCO

Owner of Green Fresh Florals

Phone: 619-206-2460

Email: carlos@greenfreshflorals.com

DAVE CUTTELL

Director of Sales & Client Relations

Phone: 888-668-5524 ext.2

Email: dave@pixsterphotobooth.com

ANDREA VELECHOVSKY

Admin Manager

Phone: 858-692-5551

Email: andvsky@mac.com

INTERESTS

- + Art/Design
- + Pop Culture
- + Dungeons & Dragons
- + Film
- + Television
- + Video Games
- + Board Games
- + Reading
- + Writing
- + Kayaking
- + Trivia

EDUCATION

BFA GRAPHIC DESIGN

SPRING 2015 - SUMMER 2018

University of Wisconsin - Stevens Point

STRENGTHS AND ATTRIBUTES

- + Good attention to detail
- + Critical thinking & problem solving
- + Dependable
- + Innovative
- + Intuitive
- + Eager & quick learner
- + Self motivated
- + Organized
- + Passionate
- + Personable
- + Flexible & versatile
- + Customer/Client oriented

DESIGN AND TECHNICAL SKILLS

PROFICIENT

- + Idea Generation & Implementation
- + Oral communication
- + Written communication
- + Certain hardware/power tools (hammers, drills, etc.)
- + Adobe Illustrator, Photoshop, & InDesign
- + Illustration
- + Typography
- + Photography
- + Microsoft Word & Powerpoint

COMPETENT

- + Social media advertising
- + Prototyping

FAMILIAR WITH

- + Multimedia - video (shooting & editing)
- + HTML & CSS