

# RACHEL USHER

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## SKILLS

### Editing/Proofreading, Research Methods, Data Collection/Analysis

Advanced Proficiency: Google Suite; MS Office Suite; Slack; Asana; ClickUp; Typeform; Tally; SurveyMonkey

Intermediate Proficiency: Adobe Acrobat DC; Adobe Photoshop; Wix; WordPress; Qualtrics

Beginner Proficiency: SPSS; Bentley MicroStation, ProjectWise, and PowerDraft; Oracle; Salesforce

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## SELECTED EXPERIENCE

### Research Consultant/Editor | Freelance | Remote | NOVEMBER 2016 - PRESENT

- Research, consultation, editing, proofreading, and coaching for major academic works (e.g., M.A./Ph.D. theses and dissertations, book chapters, and academic articles).
- Research, consultation, data analysis, and reporting for nonprofit organizations and international start-ups.
- **Previous projects include:**
  - Coaching PhD and MA students through their dissertations (*Multiple clients in Europe, the UK and the US – all dissertations were accepted without correction*)
  - Research and core development of bespoke workplace wellness auditing metrics and reporting matrices (qualitative and quantitative data) (*The Wellness Revolution, London, UK*)
  - Manuscript editing (*Journal article – Collaborative User Innovation Management, University of Brighton Business School, UK*)
  - Survey data collection (mixed methods), analysis, and reporting (*221A, Blockchains and Cultural Padlocks Initiative, Vancouver, Canada*)
  - Helped train AI/Machine Learning models (*Multiple Clients, US*)
  - Contributed to two articles on AI in Healthcare for bespoke industry publications (*Private client, UK*)

### Content Editor | Freelance | Remote | NOVEMBER 2016 - PRESENT

- Built websites, developed content, and enhanced marketing collateral for blogs, eCommerce sites, EdTech, and social media.
- Photography, photo editing, and design.
- **Previous projects include:**
  - Edited over 700 SEO-optimized blog posts on various subjects, including beauty and travel
  - Edited over 1000 definitions for an educational word game for children
  - Edited website copy for over a dozen websites in various fields

### Administrative Assistant | City of Edmonton | Edmonton, CANADA | APRIL 2016 - NOVEMBER 2016

- Administrative Assistant for the Council Initiative on Public Engagement.
- Supported project/policy teams by coordinating stakeholder consultations, drafting meeting materials, minute-taking, and composing summaries.
- Advanced departmental understanding of public engagement policies in other jurisdictions by conducting literature reviews using a wide range of sources.
- Increased the accuracy and accessibility of stakeholder information, policy areas, and project/departmental roles in CoE's internal database.

### Business Development Intern | Tel Aviv Global | Tel Aviv, ISRAEL | MARCH 2015 - SEPTEMBER 2015

- Enhanced understanding of start-up ecosystems in selected international jurisdictions by conducting research and developing reliable databases of information.
- Ensured reliability and consistency throughout the company website through website auditing and content updating.

**Drawing Control Coordinator | ATCO Electric | *Edmonton, CANADA* | NOVEMBER 2011 - SEPTEMBER 2014**

- Coordinated priorities and tasks for 11 team members and 30+ engineers increasing productivity and reducing redundancies.
  - Overhauled employee training procedures and updated departmental guidelines to better equip new hires, improve clarity, and facilitate understanding.
  - Successful project management and implementation of company-wide data management software (Bentley ProjectWise), improving the accuracy and transparency of legislated critical infrastructure documents.
  - Accountable for team management and reporting of benchmarks to C-Suite, project partners, and external stakeholders.
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**EDUCATION**

**Master of Arts, Social Sciences**

Tel Aviv University | *Tel Aviv, Israel*  
OCTOBER 2014 - MAY 2018

**Bachelor of Arts (With Distinction), History and Sociology**

University of Victoria | *Victoria, Canada*  
SEPTEMBER 2007 - APRIL 2009

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*REFERENCES AVAILABLE UPON REQUEST*