

RACHEL USHER

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SKILLS

Agile, meticulous, motivated

Advanced Proficiency: Google Suite; MS Office Suite

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

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

SELECTED EXPERIENCE

Research Consultant | Freelance | Various Cities | JANUARY 2017 - PRESENT

- Research, consultation, editing, and proofreading for major academic works (e.g. Ph.D. dissertations, book chapters, and academic articles).
- Research, consultation, data analysis, and reporting for nonprofit organizations and international start-ups.
- **Current projects include:**
 - Research and core development of bespoke workplace wellness auditing metrics and reporting matrices (quantitative and qualitative data) (*The Wellness Revolution, London, UK*);
 - Manuscript editing (*Journal article – Collaborative User Innovation Management, University of Brighton Business School, UK*).
- **Previous projects include:**
 - Survey data collection (mixed methods), analysis, and reporting (221A, *Blockchains and Cultural Padlocks Initiative, Vancouver, Canada*);
 - Ph.D. dissertation consultation and editing (*dissertation accepted without corrections, University of Brighton Business School, UK*).

Content Developer | Freelance | Various Cities | JANUARY 2017 - PRESENT

- Site creation, content development, and marketing collateral for websites, eCommerce, and social media.
- Recently developed the website and English-language content for a specialized Tel Aviv music program, resulting in successful lead generation and expansion of the program.
- Created sites, English-language content, and social campaigns for three eCommerce sites (*Milan, Italy*).
- Photography, photo editing, and design.

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

- Administrative Assistant for the Council Initiative on Public Engagement.
- Supported policy/project 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 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 to better equip new hires and updated written procedures ensuring clarity and ease of 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, History and Sociology

University of Victoria | Victoria, Canada
SEPTEMBER 2007 - APRIL 2009 (awarded 2012)