

RACHEL BARD

BETHLEHEM, PA

• (610) 984-4252

• RACHELTHEBARD@GMAIL.COM

My Offer

FACILITATE DETAIL-ORIENTED AND ORGANIZED WORK. PROVIDE A POSITIVE WORK ATMOSPHERE. COMPETENT AND TRUSTFUL EMPLOYEE. QUICK LEARNER AND WELL-DEVELOPED INTERPERSONAL SKILLS.

EDUCATION

- ◆ TEMPLE UNIVERSITY, PHILADELPHIA PA, EXPECTED GRADUATION MAY 2025
FOX SCHOOL OF BUSINESS AND MANAGEMENT
BACHELOR OF BUSINESS ADMINISTRATION AND LEGAL STUDIES

- ◆ LOS ANGELES CITY COLLEGE, LOS ANGELES, CA, DECEMBER 2022
ABA PARALEGAL CERTIFICATION PROGRAM

WORK EXPERIENCE

VOCE

ALLENTOWN, PA, NOVEMBER 2022 – CURRENT

LEGAL SERVICE INITIATIVE CONTRACTED PARALEGAL

- DRAFT, REVIEW, AND FILE LEGAL DOCUMENTS
- RESEARCH AND MITIGATION FOR CASES AND CLIENTS
- SUPPORT COUNTY SOLICITOR AT COURT
- ORGANIZE CASE MANAGEMENT

TORRE

SAUCON VALLEY, PA SEPTEMBER 2022 – FEBRUARY 2023

SERVER

- MEMORIZED MULTIPLE COURSE MENUS
- PROVIDED COMFORTABLE ENVIRONMENT FOR GUESTS AND PEERS
- TOOK ORDERS, RAN FOOD, CLEARED TABLES, PERFORMED EXCELLENT SIDE WORK

ISLAND'S FINE BURGERS AND DRINKS

REDONDO BEACH, CA SEPTEMBER 2021 – JULY 2022

SERVER

- MAINTAINED AN ORGANIZED AND EFFICIENT WORK FLOW
- GREETED GUESTS & FACILITATED ORDERS
- ENSURED QUALITY AND ACCURACY FOR EVERY GUEST AND ORDER