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# Rachel Marie Piecyk

## Objective

To be part of a dynamic, growth oriented organization where my computer software skills, experience, problem solving, customer service skills, attention to details and educational knowledge will be fully challenged. To build skills in a new environment to better educate myself.

## Experience

**Job:** The Dunnion Law Firm | **Date of Employment:** November '05- June '06  
**Address:** 2711 Garden Rd. Monterey, CA 93940 | **Phone:** 831.373.8035

**Position:** Filing Clerk

**Skills Received:** Scanning daily incoming mail into the email boxes of each Attorney, logging in and out files requested by attorneys, filing away paperwork to each case's individual folder, separating paperwork to it's designated spot in each case's folder, making copies of paperwork in cases when requested.

**Reason for leaving:** Returned to school full time for a couple semesters

**Job:** JEC Electric Company INC. | **Date of Employment:** February '05-June '05

**Address:** 437 Figaroa St. Monterey, CA | **Phone:** 831.647.9517

**Position:** Admin. Assistant

**Skills Received:** Answering Multi-phone lines, inputting company invoices, Filing of company invoices, bills, receipts, submittals, etc., purchasing of office supplies, running errands, dropping off and picking up company plans, paperwork, mail, bills, checks, etc.

**Reason for leaving:** Let go due to company financial troubles.

**Job:** Carmel Bay View Inn (BestWestern) | **Date of Employment:** April '01-October '04

**Address:** Junipero btwn 5th and 6th, Carmel-by-the-Sea, CA | **Phone:** 831.624.1831

**Position:** Front Desk Agent/Concierge

**Skills Received:** Answering multi-phone lines, making and canceling reservations via phone or in person, customer service, concierge duties, computer data entry, organization of computer files, and filing bills.

**Reason for Leaving:** Due to maternity leave.

**Job:** Stillwater Bar and Grill | **Date of Employment:** December '00-April '01

**Address:** The Lodge at Pebble Beach, Pebble Beach, CA

**Position:** Hostess

**Skills Received:** Answering multi-phone lines, seating customers, customer service, making and canceling reservations via phone or in person, assisting servers if needed, and balancing the daily cash intake log book.

**Reason for leaving:** Only temporary for holiday season and AT&T pro am golf tournament

## Education

Seaside High School  
Seaside, California 1996-1999 GED

Monterey Peninsula College  
Monterey, California  
Perusing Associates degree in business and technology

## Computer Skills

**Platforms:** IBM & PC Compatibles

**Operating Systems:** Microsoft Win95/98/Me/XP/2000

**Text editors:** MS Word, Word Perfect, and Excel

**Typing:** 40+WPM

**Classroom experience:** Software applications: (word processing, electronic spreadsheets, relational databases, presentation graphics, excel, and power point)

## Abilities

- Fast learner and highly adaptable
- Work well in a group and individually
- Very comfortable communicating to people
- Good listener
- Creative on many levels
- Strong work ethic and self motivated
- Knowledge in Retail/ Customer Service

## Personal

I was born and raised around the Monterey Peninsula. I have great knowledge of the area, so that if a customer/guest ever has a question about where to go and what to do, I know that I will have the right answer for them. I have been part of the hospitality business for quite some time, and enjoy working with people, but also looking to grow into more opportunities and fields.

## References

**Flower Moya** - Server  
Crown and Anchor  
831.277.6434

**Marek Piecyk**  
Web/Graphic Designer  
HANA-Group Marketing  
831.917.1728

**Mark Jacobi** - CEO of JEC  
JEC Electric Company INC.  
831.647.9517

**Joanna Napoli** - Front  
Desk Manager Best Western  
Carmel Bay View Inn  
831.624.1831