

Rachel Eldridge

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Experience

Church of God Ministries, Inc.; Anderson, IN

Advancement Assistant – Communications

December 2016 – February 2017

- Assisted constituents with event registrations and questions via phone, e-mail, and face-to-face communication
- Researched and developed internal communication procedures to streamline in-house interdepartmental projects
- Wrote, edited, and proofread newsletter, website, and social media content
- Promoted special events through social media graphic creation
- Used Asana, Cvent, Formstack, Excel, Sharepoint and Adobe Creative Suite software to accomplish tasks
- Worked with marketing consultants and outside vendors to complete projects according to timelines
- Provided general administrative support to Director of Communications

Independent Contractor – Communications

May 2017 – July 2017

- Edited, finalized, and distributed mass communications using Constant Contact

Society of St. Vincent de Paul; Cincinnati, OH

August 2015 – August 2016

Community Relations and Advocacy Assistant (Vincentian Volunteers of Cincinnati AmeriCorps Member)

- Assisted clients and visitors at the welcome desk once a week
- Certified clients for the Charitable Pharmacy according to policies and procedures, ensuring that correct data was accurately entered into a computer database
 - Responded to patient and referral phone calls in a timely manner
 - Scheduled appointments and performed appointment reminder calls
 - Met with patients and caregivers to obtain information necessary to accurately certify patients in program
 - Connected patients to necessary resources and advocated to fulfill patient-specific needs
- Contributed regular content for organization's Facebook, Twitter, and Instagram channels as a member of a team
- Designed advertisements, posters, and other promotional materials for print and web in accordance with brand guidelines using Adobe Creative Suite
- Communicated impact to donors through interviewing and photographing clients and appropriately sharing their stories in organizational materials
- Compiled profit/loss reports for fundraising events
- Represented organization at community events, recruiting volunteers and explaining services to those in need
- Assisted with preparation and execution of fundraising events and food/clothing distributions
 - Served as co-coordinator of 5K, with 375 attendees and \$40,000 profit
 - Coordinated 65 donor-client pairs for holiday program, ensuring that 85 children received gifts

Insider Louisville; Louisville, KY

June 2015 – August 2015

Sales and Marketing Intern

- Identified and added more than 200 primary sales targets in 20 different sales verticals to Salesforce software
- Researched pricing and availability information for special events to provide best value for organization

Students for Life of America; Manassas, VA

June 2014 – August 2014

Communication Intern

- Researched and wrote new webpage content and outreach materials
- Reviewed, edited, and updated organization's website using WordPress (WYSIWYG and basic HTML)

Education

Indiana Wesleyan University; Marion, IN

April 2015

Bachelor of Science in Strategic Communication and Leadership Studies (*summa cum laude*)