

Rachel Maurer

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Summary

Enthusiastic and highly-motivated recent graduate, interested in a career in the Human Resources field and working to pursue an HR Management Certificate. Currently assisting Sr. Recruiter with interview scheduling and candidate correspondence, and highly proficient in office management and front desk duties.

Work Experience

Office Coordinator/Receptionist (Temp), November 2018 to Present

Envestnet - Berwyn, PA

- Manage the schedule for all company conference and meeting rooms, ensuring that meeting needs are always met
- Produce a weekly calendar of upcoming events for the President and COO
- Order catering for meetings and ensure compliance with catering guidelines
- Manage key fobs and gym access for employees
- Assist with maintaining the stock levels for office and break room supplies
- Answer phones, greet and escort visitors appropriately
- Submit and ensure completion of maintenance requests
- Retrieve mail and send out packages
- Assist HR and leadership with projects & tasks on an ad-hoc basis
- Assist Sr. Recruiter by scheduling phone/onsite interviews and corresponding with both candidates and hiring managers

Service Coordinator, May 2018 to October 2018

JEVS Human Services, Philadelphia, PA

- Match clients with appropriate services and make sure those services are running smoothly
- Conduct in-home visits
- Answer incoming calls from clients and direct care organizations
- Provide support and assistance with client needs

Social Work Intern, September 2017 to April 2018

Achieving Independence Center - Philadelphia, PA

- Worked directly with youth, ages 14 to 21, who are or previously have been in the foster care system
- Assisted youth with post-secondary planning, financial aid, scholarship applications, and high school reenrollment/ GED referrals
- Led meetings to discuss financial aid and information necessary for college seekers
- Developed broad understanding of the individual needs, obstacles faced, social policies, and current services offered to this population
- Collaborated with client system to identify intervention goals and objectives

Data Entry Analyst (Temp) - May 2017 to August 2017

Berks Homes - Reading, PA

- Analyzed data to provide information on sales and logistics
 - Clerical work
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Education

Bachelors in Social Work, August 2014 to May 2018

Temple University, Philadelphia, PA

- Member of Alpha Delta Mu – Social Work Honor Society
- Cum Laude Graduate