

Rachael A. Bush

Greendale _____

Skills

Hardworking, persistent, organized, good delegator.
Good listening skills and the ability to relate to diverse populations and issues.

Experience

Mova Business Solutions LLC./ Virtual Assistant and Owner
November 2019 -Present Greendale, WI

Provides contracted virtual administrative support to entrepreneurs.

Strongest skills include: time management, managing multiple schedules, email management, and project support for clients.

The Paranet Group / Administrative Programs Coordinator

November 2016 -Present Wauwatosa, WI

Supports leadership team by scheduling monthly events for the membership.

Provides administrative support to the team of group directors.

Coordinate events with vendors and presenters.

Maintain marketing requirements to promote local events to our membership.

Strongest skills include: time management, managing multiple schedules and utilizing a sense of creativity with events.

Sodexo at Marquette University / Retail Manager

January 2014 - January 2016 Milwaukee, WI

With the help of 3 full-time supervisors, oversee the operation of 80 student employees.

Maintain administrative support of the operation.

\$1.5 million in revenue between four satellite locations on campus.

Follow all HACCP policies and procedures.

An active member of an employee mentorship program with student employees.

Cash handling experience.

Monitor daily product usage and fiscal responsibilities.

Morrison Management Specialists/ Director of Dining Services

April 2013 - January 2014 Milwaukee, WI

Oversee daily operations three different dining rooms and a retail store operation at St. Camillus Senior Living Community.

Supervise a staff of 75 wait staff, cooks, supervisors.

Acted as a mentor to hourly supervisors and associates.

Assist Executive Chef with menu planning and follow-through of catering events.
Completed schedule of immediate supervisors and hourly staff.
Acts as a liaison between the administration and residents to fulfill their needs.
HATS (Hospitality Associate Training Series) Champion.

Morrison Management Specialists/ Assistant Director of Dining Services

April 2012 - April 2013 Milwaukee, WI
Supervise the dining room wait staff and bistro cafe staff at St. John's on the Lake Senior Living Community.
Oversee daily operations of food service kitchen staff of community residents.
Catered events in the community are executed thoroughly.
Complete weekly scheduling for the department.
Work with Executive Chef to complete and update menus.
A major contact to the client and residents.
HATS Champion to initiate training requirements with hourly staff.

St. John's on the Lake Senior Living Community/ Dining & Catering Coordinator

February 2011 - April 2012 Milwaukee, WI
Previous projects have included creating new department training checklists and operation guide of restaurant.
Oversee daily catering operations.
Developed a thorough catering program with all departments in the community.
Initiated safe practices in the kitchen and within the hourly staff that were lacking due to the community being a self-operated establishment

Education

Marquette University / Bachelors of Arts

August 2006 - May 2010, Milwaukee, WI

Double majored in History and Criminology & Law Studies.
