

*Founder and Efficiency Expert*

# RACHAEL A. BUSH

## PERSONAL MISSION STATEMENT

*To live and share a calm, authentic life that inspires the love of life in all my interactions.*

## PERSONAL VISION STATEMENT

*I love my life and I live it with grace and gratitude. I contribute positive energy intentionally every day from a profound level of appreciation.*

## WORK EXPERIENCE

JUN 2022- PRESENT

*Volunteer Services Manager, Horizon Home Care & Hospice*

Maintain volunteer recruitment and training.  
Conduct monthly community engagement activities.  
Supervise a staff of two support volunteer specialists.  
Oversee all volunteer programs with a current volunteer database of 175 volunteers

NOV 2016 - PRESENT

*Founder and CEO (Chief Efficiency Officer), Mova Business Solutions*

Our mission statement is to support business owners with consistently reliable and genuine contracted administrative services.  
For over six years, Mova Business Solutions has provided contracted administrative support, project management, and an overview of your current administrative setup.

JULY 2019 - DECEMBER 2022

*Accountability Chief Manager, Athena Communications*

Provided administrative support to the Athena team of consultants.  
Lead assigned client projects.  
Coordinated project schedules and emphasize adhering to all deadlines.  
Continued to be pushed to a level of professional uncomfortableness for personal and professional development.  
Most vital skills include time management, managing multiple schedules, email management, and project management support for clients.

NOV 2016 - FEB 2020

*Administrative Programs Coordinator, The Paranet Group*

Supported the leadership team by scheduling monthly events for the membership.  
Provided administrative support to the team of group directors.  
Coordinated events with vendors and presenters.  
Maintained marketing requirements to promote local events to our membership.  
My strongest skills include: time management, managing multiple schedules, and utilizing a sense of creativity with events.

## SKILLS & EXPERTISE

- Project Management
- Strategic Planning
- Entrepreneurship
- Time Management Workshops
- Executive Administrative Support
- Volunteer Management
- Event Planning

## EDUCATION & FORMAL TRAINING

- Marquette University Milwaukee, WI
- Bachelor of Arts Degree in History and Criminology & Law Studies
- August 2006 - May 2010
- Cardinal Stritch University
- Certificate - African American Leadership Program
- March 2020 - June 2021

*Founder and Efficiency Expert*

# RACHAEL A. BUSH

## CURRENT BOARD ROLES

JUN 2019- PRESENT

*Greendale Park and Rec Committee Member*

Greendale School Board District Committee Member

MAY 2020 - PRESENT

*Board Member, Aging and Disabilities Governing Board of Milwaukee County (ADRC)*

To serve as an advocate for older adults; adults with physical, intellectual, or mental health disabilities; and their caregivers. To provide strategic direction to ensure fidelity to the ADRC mission. Represent and promote the ADRC and the services it provides to the community at large.

NOV 2020 - PRESENT

*Board Director, Common Ground Community Healthcare Cooperative*

As a cooperative, Common Ground Healthcare Cooperative (CGHC) is governed by a Board of Directors elected by our members and operated for the mutual benefit of our members. This level of cooperation builds a strong bond between the people in the cooperative. We are all working toward the same goals – keeping members healthy and making health care as affordable as possible.

Current Committee member of Compliance - Integrity Committee.

DEC 2020 - PRESENT

*Board Director, Eras Senior Network*

Their mission statement is to engage and support seniors, adults with disabilities, and family caregivers in leading meaningful lives.

Their vision statement is that Eras Senior Network is THE nonprofit leader in creating communities where seniors and adults with disabilities are fully embraced through collaborative partnerships, coordination of services, and intergenerational volunteer activities.

As a board member, I am able to support the mission and vision statement, participate in company initiatives and share all events and their impactful work with my network. Current Committee member of Compliance - Integrity Committee.

MAR 2021 - PRESENT

*VP of Diversity & Inclusion, American Marketing Association Milwaukee Chapter (AMA MKE)*

In this newly created board role, I will be initiating and building relationships with local businesses. With those relationships, I will share AMA's upcoming events with those new contacts. Attend monthly meetings and bring a new sense of energy and optimism.

[REDACTED]

[REDACTED]

[REDACTED]