

# Rachel Rose Isaacson

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## Experience:

**Glen Helen Nature Preserve** January 2016 - September 2016, January 2019 - Current

*Administrative & Marketing assistant*

Website management

Database entry

Drafted blog posts

Conducted marketing research

Assisted director & management team

Supervised events

**WYSO Public Radio Station** January 2018 - January 2019

*Miller Fellow*

Produced 19 feature radio stories and podcasts

Assisted in Dayton Youth Radio

Conducted and edited Interviews

Mentored new producers

Recorded and produced community calendar

**Mills Lawn Elementary School** October 2017 - January 2018

*Assistant Kindergarten Teacher & Marketing assistant*

Aided in three Kindergarten classrooms

Taught kids sound and letter recognition

Supported during specials

Helped with marketing to raise money

**Advancement Department at Antioch College** September 2016 - September 2017

*Development Assistant*

Clerical support

Website management

Database entry

Organize supply closets

**Ohio House of Representatives** January 2017 - April 2017

*Constituent Liaison for Rep. Brigid Kelly (Cincinnati)*

Perfected constituent database

Sent out constituent mailings

Designed & drafted letter templates

Answered constituent calls

Wrote response letters

Handled constituent cases

**Columbus City Hall** January 2017 - April 2017

*Intern*

Briefed council member on progressive issues

Accompanied council member to speaking events

Helped design app for the city

Gathered signatures for resolutions

Assisted aids in research

The bill I drafted passed *unanimously* in Columbus

**Communications Consortium Media Center - DC** April 2016 - June 2016

*Intern*

Used Nexis, Vocus, and Emma media platforms

Researched media contacts

Assisted administrative director

Helped with projects involving women's rights

Attended meetings/events for executive director

Answered telephone

**Ohio House of Representatives** January 2014 - March 2014

*Intern for Rep. Michael Stinziano (Columbus)*

Drafted bill banning conversion therapy on minors	Attended sessions & took notes in committees
Clerical work	Answered phone and left messages
Wrote response letters to constituents	Commemorated achievements in community

**Dress for Success** January 2014 - March 2014

*Intern*

Sorted clothing/footwear/accessory donations	Physical count of inventory
Greeted clients, visitors, and donors	Sent faxes as needed
Filed client information	Assisted with agency opening and closing duties

**Marcus Cinema Crosswoods** August 2013 - September 2015

*Vender, Usher, Marketer*

Learned cash register	Convinced people to sign up for memberships
Worked in a team	Trained new employees
Positive customer relations	Made food in vending

**Education:**

*Past* - **Thomas Worthington High School**, class of 2015 and **Linworth Alternative Program**, class of 2015

*Present* - **Antioch College**, class of 2019

Studying Political Economics with a 3.7 GPA