

# Rachel C. Harris

## Experience

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July 2010 - Present    Scotia Group Management, LLC.    Tucson, AZ

### **Leasing Consultant**

- Ensure compliance with Fair Housing Laws.
- Responsible for helping prospective residents find new housing.
- Resolve resident conflicts
- Compose legal leasing documents.

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September 2009 – September 2010    Coldwater Creek, Inc.    Tucson, AZ

### **Sales Associate**

- Assisted and delighted customers on each shift.
- Handled cash and multiple registers.
- Worked with shipment and floor sets.

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July 2009    Dos Vatos Productions, Inc.    Tucson, AZ

### **Transcribing Intern**

- Transcribed two hours and forty four minutes of documentary video footage.
- Ensured an accurate and detailed written record of the footage.
- Completed the project independently; without supervision from a manger.

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April 2007 – August 2008    Eco-Chic Consignments, Inc.    Scottsdale, AZ

### **Sales Associate/Team Leader**

- Runner-Up for Employee of the Year.
- Demonstrated outstanding customer service and communication skills.
- Received and managed store inventory.
- Handled cash and deposits on every shift.
- Maintained a keen attention to detail.

## Education

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August 2008 – Present    University of Arizona    Tucson, AZ

**Major: Creative Writing**

**Minor: Communications**

August 2006 – May 2008    Scottsdale Community College    Scottsdale, AZ

**Completed AA in Fine Arts**

August 2002 – June 2006    Saguaro High School    Scottsdale, AZ

**Achieved High School**

**Diploma**

## References

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Available upon request.