

Rachel White

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Experience

Event Planning Technician, City of Clarksville

March 2017-Present

- Event Planning and Implementation: Successfully implemented and assisted with various City events including Fun with Fido, Food Truck Rally, Riverfest, Christmas events, and more.
- Vendor Relationships: Solicits and works with vendors for events; reviews vendor operations and performance. Maintained a high rate of returning vendors for events, and solicited new vendors for each event involved in. Became the main contact for all vendors for Riverfest in 2018 (food, non-profit, corporate, and marketplace).
- Rental Facility Management: rents pavilions, rooms, and spaces in facilities; reviews rental agreements; maintains facility inventory counts; manages rentals in RecPro and CivicRec. Received positive reviews from both renters and facility staff throughout the year.
- Administrative Tasks: Created easy to understand contract and correspondence templates which helped relations with vendors and customers. Maintained Riverfest website as well as vendor applications, registration portals, and event pages for multiple events throughout the year.
- Information Technology: Frequently troubleshoot software and device issues for both the Event's team and other staff in the Department. This expanded my skills in Google products and G Suite, Microsoft Office, and html/CSS code when working on the website.
- Revamped Inventory system for Department when added to job description in October 2017. Track additions, deletions, and transfers of inventory items on Parks and Recreation Inventory List. Created online form for inventory submissions to make inventory easier for both main office and off-site staff.
- Consistently promoted to new levels of responsibility, including managing above mentioned Department Inventory and Course Management.

Front Desk Monitor, City of Oak Ridge

December 2015-March 2017

- Transitioned from Temporary summer positions held from 2011-2015 to full time position after graduation.
 - Assist in planning and implementation of special events and programs such as Secret City Festival, Memory Magic, Summer Day Camp, and more.
 - Completed rentals of rooms at the Recreation Center using ActiveNet.
 - Develop and implement new organizational practices.
 - Maintain accurate and detailed records, generate reports, coordinate room rentals, and assist with programs.
 - Provide cashiering services by receiving and accounting for cash transactions, making deposits, and preparing reports.
 - Open and close facility and conduct building and security inspections.
 - Respond to complaints and suggestions from the general public.
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Education

East Tennessee State University, *August 2013-December 2015*

- Bachelor of Science in Sports and Leisure Management, Major Concentration: Parks and Recreation Management
- GPA: 3.9
- Graduation Date: December 10, 2015

Pellissippi State Community College-Hardin Valley, *August 2011-May 2013*

- Some Undergraduate
- GPA: 4.0

University of Tennessee Knoxville, *August 2010-May 2011*

- Some Undergraduate
- GPA: 3.1