

Rachel Burger

603 801-5142

4201 Hillington Dr NE • Atlanta, GA 30345

rburger11@gmail.com

EDUCATION

- Year Five Scholars Program, *Agnes Scott College* Aug 2011 - Present
Bachelor of Arts: *Agnes Scott College* — *International Relations; English and Studio Art Minors* May 2011
GPA: 3.53
Peking University, *Beijing, China* Spring 2010
GPA: 3.92

SCHOLARSHIPS, HONORS, AND MEMBERSHIPS

- Agnes Scott Achievement Scholarship, \$32,000
Mt. Sunapee Academic Achievement and Leadership Scholarship, \$1,000
Asia Study Abroad Scholarship, \$3,000
Dana Scholar, \$1000, *selective award for students exhibiting exceptional leadership and academic achievement*
Dean's List, *selective award based on academic achievement*
Mortar Board National Honor Society Member, *community service, leadership, and academic achievement*
Triota National Honor Society Member, *women's studies academic achievement*

SKILLS

- Can conduct business in English and French
Intermediate Mandarin
iWork '09
Illustrator, Photoshop, Indesign CS5; Final Cut
Salesforce/Cvent
Microsoft Office Package

WORK EXPERIENCE

- Interim Director, *Agnes Scott Speaking Center, Decatur, GA* Aug 2009 - Present
- Started as consultant in 2009, promoted to interim director in 2011
 - Directed and managed all Speaking Center operations
 - Trained, evaluated, and supervised a seven-person team
 - Tutored faculty and peers in presentation techniques, interview skills, and conversational English
 - Taught seminars on making aesthetically pleasing presentations using contemporary software
 - Led advertising campaigns that included video, print, and web-based media
- Art Director, *Agnes Scott College Writers' Festival, Decatur, GA* Oct 2010 - Present
- Designed and managed all custom creative design for the Writers' Festival
 - Selected, trained, and supervised a five-person team
 - Managed the production schedule and \$10,000 budget
 - Coordinated all phases of the print process, from initial bids to final press check
- Freelance Designer, *Self-employed, Atlanta, GA* May 2011 - Present
- Designed the collateral for the annual Organization for Computational Neurosciences conference
 - Created custom PowerPoint slides for top university research professors
- Copywriting Intern, *Agnes Scott College Office of Communications, Decatur, GA* Aug 2010 - Dec 2010
- Wrote the feature article about Chinese students in America (bylined)
 - Researched, wrote, and published press releases and small articles (bylined)
 - Sought out creative story lines for Agnes Scott alumnae
 - Edited copy and proofread layouts
 - Art directed photo shoots

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Administrative Assistant, *Global Business School Network, Washington, DC*

May 2010 - Aug 2010

- Supported Guy Pfeffermann, former chief economist for the IFC
- Wrote speeches for the CEO
- Created a 20-page communications guide for the office
- Provided planning assistance and advice for the CEO's tour of China
- Translated business cases from French to English
- Managed and coordinated the office schedule
- Worked with Cvent and Salesforce software

Copywriting Intern, *Time Out Beijing, Beijing, China*

Jan 2010 - May 2010

- Researched, wrote, and published articles for ex-pats in Beijing (bylined)
- Photographed events
- Assisted lead journalists with administrative duties

Job Development Intern, *International Rescue Committee, Decatur, GA*

May 2009 - Jul 2009

- Stood in while the hired lead job developer took a leave of absence; managed over 30 of her cases
- Assisted clients with job applications, resume development, and job search techniques
- Accompanied clients to job interviews and employment orientations
- Served as a liaison between similar nonprofits

Communications and Fundraising Intern, *Democratic Party of Georgia, Atlanta, GA*

Sep 2007 - May 2008

- Awarded as a top-five fundraiser in Georgia
- Followed current bills and events and wrote press releases for local media
- Learned new software (NGP and VoteBuilder)
- Aided in planning the 2008 Jefferson-Jackson dinner
- Redesigned the recruitment fliers on college campuses

ADDITIONAL LEADERSHIP EXPERIENCE

President, *Agnes Scott Class of 2011 SGA, Decatur, GA*

May 2008 - May 2011

- Introduced "Last Lecture Series," which increased class revenue 40%
- Chaired Sophomore Family Weekend; managed ten committees and created an event for 650 people
- Led a 12-person team that picked the graduation speaker
- Planned and organized recreational and educational events

President, *Agnes Scott Outdoor Adventure Club, Decatur, GA*

Jan 2007 - May 2010

- Led a 350-person student organization
- Created a marketing campaign that increased membership by 9%
- Organized and led safe and structured trips in Georgia and Alabama

PUBLISHED WRITING

Burger, R. "From Dongbei to Decatur: Maggie in America." *Agnes Scott: The Magazine*. Jan 2011.

Burger, R. "Cheryl Sullivan." *Main Events*. Agnes Scott College. Dec 2010.

Burger, R. "Voices." *Main Events*. Agnes Scott College. Oct 2010.

Burger, R. "Communications Guide for GBSN." Global Business School Network. Aug 2010.

Burger, R. "It's the Drink Talking: Baijiu." *Time Out Beijing*. May 2010.

Burger, R. "Easter Feasts." *Time Out Beijing*. Apr 2010.

Burger, R. "Chicken Shit and Candy," Selected for Agnes Scott College's 39th Writers' Festival.
Published in 2010.

Burger, R. "Credibility." *Parent/Teen Stories*. Strategic Book Publishing. Apr 2009.