

Rachel Nelson

Chicago, IL 60660
Rmnelso1@gmail.com
+1 773 931 3000

Work Experience

Mandarin Tutor

NEIU-Learning Success Center - Chicago, IL
August 2018 to January 2020

- Tutor undergraduate and graduate students on homework and class assignments for beginner/intermediate level Mandarin Chinese classes
- Elaborate on Linguistic subjects such as stroke order, tones, traditional vs. simplified script to students
- Compose written and spoken projects for both academic assignments and informal, outside of classroom use

Sales Associate (seasonal)

Wrigleville Sports - Chicago, IL
April 2018 to August 2018

- Translated conversations for tourists from around the world such as Asia and Europe
- Assisted customers with customized merchandise and orders both in-person and online, and stocked merchandise as needed
- Used POS Square system
- Provided World-Class customer service

Cashier (seasonal)

Candyality - Chicago, IL
November 2017 to January 2018

Greeted native Chicago patrons as well as domestic and international tourists; trained on candy from around the world; restocked and refilled candy displays and bins

Visitor Services Intern

Chicago History Museum - Chicago, IL
June 2017 to August 2017

Assisted children between the ages of 4-13 who were members of the Chicago Park District camps at the Children's Education section

Receptionist/Administrative Assistant Intern

Alternatives Crisis Center - Chicago, IL
June 2016 to September 2016

Provided administrative duties such as data entry, answered and transferred crisis calls, and educated parents/guardians on group therapy programs and activities for 5-18 year olds

Education

Bachelor of Arts in Interdisciplinary Studies in Linguistics

Northeastern Illinois University (NEIU) - Chicago, IL

December 2020

Skills

- problem solving
- Teaching
- Communications
- Typing
- Powerpoint
- Photoshop
- Filing
- Organizational Skills
- Cooking Experience (10+ years)
- Public Speaking
- Mandarin
- Case Management
- Tutoring
- Research
- English
- Leadership
- Google Suite
- Sales
- Chinese
- Experience with children
- Inventory control
- Retail management
- Merchandising
- Operations management
- Baking

Languages

- Mandarin - Intermediate
- Spanish - Intermediate
- Polish - Beginner

Assessments

General manager (hospitality) — Proficient

July 2021

Solving group scheduling problems and reading and interpreting P&L statements

Full results: [Proficient](#)

Customer service — Proficient

March 2021

Identifying and resolving common customer issues

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.