

RACHEL NANZER

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PROFESSIONAL EXPERIENCE

Website Manager and MRULE Assistant

September 2017 – Present

- Revamp Multi-Racial Unity Living Experience (MRULE) website
- Develop information architecture, written content, and design practices for the MRULE website
- Manage 4 teams of Intercultural Aides by attending planning meetings and helping set team expectations
- Equip teams for successful MRULE discussions through constructive feedback and providing guidance

Freelance Writer

November 2016 – May 2017

- Conducted interviews to produce content and quotes for writing online cover stories
- Corresponded with interviewees to set up interview times and receive approval of the final edited story
- Photographed images to accompany cover stories on the website

Research Assistant

November 2016 – April 2017

- Developed topic, methodology, and findings for the study of collaborative art between dancers and poets
- Designed research poster for the University Undergraduate Research and Arts Forum (UURAF)
- Presented research process and findings through oral communication with judges and viewers at UURAF

Intercultural Aide

August 2015 – December 2016

- Collaborated with coworkers to plan events and Multi-Racial Unity Living Experience (MRULE) meetings
- Facilitated bi-weekly conversations with coworkers about social issues at MRULE (20-60 participants)
- Implemented organizational skills required to complete a variety of tasks for the job, including documentation, MRULE, leading volunteering trips, focused outreach to residents, and required events
- Assisted 100-150 students with social, cultural, and academic transitions with conscious intercultural skills

Design Intern

May 2016 – August 2016

- Consulted with client to ensure projects were met by deadlines and needs were clearly communicated
- Created promotional materials for an upcoming event, including online flyers and invitations
- Worked flexibly to make alterations on designs and content after receiving feedback

VOLUNTEER EXPERIENCE

Poet for ROOTS: The Collaborative

Writer and Performer in 2016 and 2017

Funds from performances donated to REACH Art Studio and Association for Children's Mental Health

Editor and Creative Help

Riverview Church, May 2016 – August 2016

Edited and formatted blogs for Riverview's website and social media posts

EDUCATION

MICHIGAN STATE UNIVERSITY

College of Arts and Letters and Honors College

B.A. in Professional Writing

Specialization: Graphic Design

SKILLS

- WordPress, HTML, CSS, and PHP
- iMovie, Google Drive and Tableau
- Adobe Illustrator, InDesign, Photoshop
- Facebook, Twitter, and Instagram