Rachel A. Madore

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PROFESSIONAL OBJECTIVE

Certified Nutrition Coach seeking part-time position in professional cleaning or home staging. Team player with innate eye for detail and high value for an immaculate space. My strong work ethic, passion for green cleaning, positive proactive attitude, excellent time management, and a commitment to customer service make me a highly qualified candidate.

PROFESSIONAL EXPERIENCE

Coach – Simply Radiant Coaching, Self-employed *Dec. '15-Present*

- Help clients gain clarity on achieving greater health and happiness
- Empower clients in taking actionable steps towards their goals
- Provide accountability and support to follow through

Virtual Assistant – TheDr.com, Dr. Tom O'Bryan *May. '17-May'19*

- Organize documents and CEO schedule
- Serve as event coordinator for retreats
- Respond to customer requests in a timely manner

Chaplain – St. Charles Health System, Bend, OR *Oct. '15-May '17*

- Provided emotional and spiritual support during deaths and traumas
- Followed hospital cleanliness and confidentiality policies
- Offered comforting presence to upset patients, families, and staff

Guest Services Host and Unit Secretary – St. Charles Health System, Bend, OR *Oct. '13-Jan. '15*

- Served as main receptionist for 100+ operating room caregivers
- Greeted guests and respond to requests for information and assistance
- Maintained current knowledge base of all hospital services

Administrative Assistant – Central Oregon Community College, Bend, OR *Aug.'14-Nov. '14*

- Made advising, career services, and counseling appointments
- Identified student needs and offered support to those in crisis
- Coordinated testing accommodations for students with disabilities

Career Services Graduate Assistant – George Fox University, Newberg, OR *Sept. '11-Apr. '12*

- Provided career counseling, job search coaching, and skill training
- Coached interns and graduate students on achieving professional goals
- Planned, marketed, and taught workshops on career-related topics

Student Development Intern – George Fox University, Newberg, OR *Aug. '11-Apr. '12*

- Co-led a women's personal development group
- Taught personal development workshops on personality and wellness
- Mentored women seeking professional and academic guidance

Client Advocate – Options 360 Pregnancy Clinic, Vancouver, WA *Jan. '10-Aug. '10*

- Assisted with writing, editing and translating client resource brochures
- Coached clients and taught life skills
- Trained clinic volunteers on established policies and procedures

LEADERSHIP, SERVICE, & RESEARCH EXPERIENCE

✦ **International Service Trip**, Monte Christo Ministries *May'09-June'09*
Cleaned homes, taught life skills for at-risk youth in South Africa

✦ **International Student Orientation Leader & Dorm Leader** *Aug.'08-May'09*
Assisted in the planning and conducting of orientation & dorm activities

✦ **Semester Abroad**, Universidad Evangélica Boliviana *Jan.'08-Apr.'08*
Selected to study Spanish and South American culture in Bolivia for four months

✦ **Camp Counselor**, Camp Tilikum *May '07-Aug.'07*
Improvised age-appropriate activities and lesson plans for campers

✦ **International Leadership Training**, Royal Servants International *June '06-Aug.'06*
Selected to travel to Israel and Europe to learn and practice leadership skills

✦ **TESOL Tutor**, George Fox University *Jan.'06-Apr.'06*
Tutored International students and assisted in English language learning

✦ **International Service**, Royal Servants International *June '04-Aug.'12*
Traveled to over 15 countries to serve, clean, teach life skills, and study culture

EDUCATION

Certified Professional Coach, ELI-MP *Nov. '17*
iPEC, Shrewsbury, NJ

Certified Transformational Nutrition Coach *Oct. '16*
Institute of Transformational Nutrition - Cynthia Pasquella

Master of Arts, Spiritual Formation and Counseling *May'14*
George Fox Evangelical Seminary, Portland, OR

Bachelor of Arts, Christian Ministries, Spanish, and Sociology *May '09*
George Fox University, Newberg, OR

AWARDS, ASSOCIATIONS, & TRAINING

Clinical Pastoral Education – *Peace Health Sacred Heart Medical Center* *Aug. '15*

Honors Scholarship – George Fox University, Newberg OR *Aug.'05-May'09*

Valedictorian – Portland Christian High School *June'05*

President's Education Award – Portland Christian High School *June'05*

QUALIFICATIONS

Innate ability and love for cleaning
Highly organized and meticulous
Excellent time management
Strong communication and problem solving
Positive attitude and warming smile
Ability to build rapport quickly
Self-motivated and enthusiastic team player
Keen eye for detail, perfectionistic
Highly responsible and reliable
Accepts constructive feedback with grace
Values integrity in self and others
Passionate about serving