

RACHELLE BARRUS



[Redacted]



[Redacted]



Valdez, Alaska 99686

PROFESSIONAL OVERVIEW

As an Administrative Assistant, I bring exceptional organizational and multitasking skills to manage diverse administrative and security functions efficiently. I deliver outstanding customer service, maintaining professionalism and ensuring adherence to safety and corporate values. I am an open-minded and respectful communicator who fosters strong working relationships and readily accepts and integrates feedback from superiors and peers. With a strong commitment to excellence and teamwork, I thrive in the evolving workplace, contributing to operational success and fostering collaboration across teams.

EDUCATION & CERTIFICATIONS

PWSCC
High School Equivalency Diploma

NOTARY PUBLIC
Alaska
Current

SKILLS

PROFESSIONAL

- Critical Thinking
- Trouble Shooting
- Communication
- Organization
- Alyeska Mindset
- Leadership
- Teamwork
- Discipline

TECHNICAL

- CMS
- LTS Payroll
- Excel

WORK EXPERIENCE

ADMINISTRASTION ASSISTANT / SECURITY

Denali Universal Services | Valdez, Alaska | December 2023 – Present

- Represents the company in a positive, courteous and professional manner
- Maintains administrative functions for the Valdez Marine Terminal Security Team
- Works with the Alyeska Security Manager on correspondence with the DHS and the U.S. Coast Guard (TWIC program)
- Conducts security screening for badge request applicants
- Issues multiple types of badges and training modules for all Alyeska contracted personnel
- Maintains training records for employees and personnel files
- Administers drug tests and documents results for temporary workers
- Prepares and submits payroll weekly for VMT Security, Medical and Fire teams

OFFICE MANAGER

Arctic Chiropractic | Valdez, Alaska | August 2020 – December 2023

- Acted as the first point of contact for 15-20 patients daily, managing insurance verifications, authorizations and EMR system updates
- Streamlined office organization while maintaining a clean and welcoming workspace
- Oversaw financial operations including payroll, deposits and office correspondence

PRESCHOOL LEAD TEACHER

Stepping Stones Learning Center | Valdez, Alaska | September 2019 – July 2020

- Designed and led a preschool curriculum with up to 20 students, incorporating arts, crafts, physical activities and life skills

FRONT DESK ATTENDANT

Best Western Harbor Inn | Valdez, Alaska | May 2017 – September 2019

- Accommodated up to 65 guests daily ensuring a seamless and professional experience by anticipating needs and providing exceptional service from check-in to departure
- Provided tailored services for corporate clients by coordinating and managing travel arrangements, multi-room booking and event logistics including venue setups

Excellent Professional and Personal References upon request