

Rachel Krittenbrink

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EDUCATION

Bachelor of Agricultural Education Expected: December 2020
Oklahoma State University, Stillwater, OK

High School Diploma May 2016
Cashion High School, Cashion, OK

AGRICULTURAL EDUCATION EXPERIENCE

Frontier Public Schools – Red Rock, OK Fall 2020
• Student Teaching

Morrison Public Schools – Morrison, OK Spring 2020
• Clinical Pre-Service Teaching

Kingfisher Public Schools – Kingfisher, OK Fall 2019
• Student Observations

Ponca City Public Schools – Ponca City, OK Fall 2019
• Student Observations

State FFA Interscholastic Competition – Stillwater, OK Spring 2018
• Agriscience Fair Student Superintendent

WORK EXPERIENCE

Marketing Outreach Assistant July 2017-January 2020
The Reserve on Perkins, Greystar, Stillwater, OK

- Generate excitement and buzz about community during all external marketing outreach.
- Talk to leasing prospects about community and housing needs.
- Pass out literature and promotional items such as shirts, cups, koozies, gift cards, etc. on campus and at popular student hangouts.
- Attend housing fairs, sporting events, orientations, high traffic on-campus locations and other large campus events to market the respective community.
- Other duties as identified by Greystar and respective community.

Administrative Assistant February 2012-February 2016
Bob Howard Buick-GMC, Edmond, OK

- Greeted and welcomed guests in person and on phone; answer and direct inquiries to designated department
- Manage front office reception area by cleaning and organizing desk and visitor lobby
- Kept current record of staff members' whereabouts and availability
- Transmitted appropriate information or documents from customers to appropriate staff
- Collected, sorted, and distributed mail messages or courier deliveries
- Maintained positive attitude and disciplined work ethic
- Utilized computer skills. Proficient in MS Office (Word, Excel, PowerPoint, and Outlook)
- Provide information and direct customers to correct department
- Troubleshoot and resolved problems in handling customer complaints

Server and Customer Service Representative

May 2016-August 2017

The Greens Country Club, Edmond, OK

- Provided customer service and followed proper policies and procedures
- Maintained clean and well-stocked workstation
- Handled cash and credit card transactions as required
- Ensured high food and beverage quality
- Addressed and fulfilled special customer requests when possible
- Communicated efficiently with customers to ensure stellar customer service

REFERENCES

William Hamand -- Frontier Public Schools Agricultural Instructor/Advisor

17750 Valley Rd.

Red Rock, OK 74651

(580) 704-8887

william.hamand@frontierok.com

Nathan Smith – Oklahoma State University Instructor/Coordinator of Field Placement

Ag Hall 456

Stillwater, OK 74078

(918) 839-2134

nathan.smith@okstate.edu

Lawson Thompson – Morrison Public Schools Agricultural Instructor/Advisor

2nd Street & C Ave.

Morrison, OK 73061

(580) 542-1995

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