

Rachel Sandell

(509) 315-7497 | rachasandell@gmail.com

Copy editing and writing specialist with communications and customer service experience.

Copy Editing / Communications Experience

Communications Consultant | Akoya | April 2024 to March 2025

- Provided high-quality copy editing services while contracting with the U.S. Department of Energy. Edited technical and White House report, SOPs and style guides, web page updates, social media copy, press releases, transcripts, news and blog articles, and emails.
- Worked as the lead pen for the Office of Energy Efficiency and Renewable Energy's newsletter, The Weekly Jolt, where I translated complicated clean energy topics into fun and easily understandable news blurbs. Led the newsletter through a revamp in 2024.
- Assisted in Akoya's business development tasks, including proofreading policy manuals and RFI responses, and developing outreach strategy matrices.
- Assisted in briefing book management for the Building Technologies Office's director and deputy director.

Freelance Writer/Editor | Self-Employed | September 2017 to April 2024

- Freelanced as a writer and copy editor for 6+ years and worked with a wide variety of clients and authors. Materials ranged from scientific journals, business transcripts, and K-12 textbooks to short stories, children's books, and entertainment pieces.
- Built a well-rounded copy editing, proofreading, and writing experience for various formats and tones.
- Published 5 short stories and 100+ entertainment articles. Created a writing blog.

Managing Editor/Writer | The Daily Fandom | July 2020 to September 2021

- Grew from managing editor intern to managing editor/writer position at entertainment site The Daily Fandom.
- Managed a talented group of freelance writers and edited their articles.
- Developed a weekly list of pitch ideas for more entertainment pieces.

Editorial Intern | Perspectives in Biology and Medicine | September 2018 to September 2019

- Copy edited issues of Perspectives in Biology and Medicine under the supervision of the managing editor.
- Worked efficiently under deadlines.

Customer Service / Data Entry Experience

Mailroom Associate | ENGIE Impact | January 2022 to April 2024

- Received and sorted incoming bills, correspondence, and mail, following mailroom guidelines and organization.
- Assisted in data entry for PIs, correspondence, and other office computer tasks.
- Worked effectively as part of a team and made myself available when needed.
- Completed cross-training tasks with a positive attitude and an eagerness to learn.

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Barista | Sweet Frostings Blissful Bakeshop | October 2021 to December 2021

- Prepped and sold cakes, cupcakes, cookies, and other baked goods with a friendly and helpful attitude and professional demeanor.
- Worked the cash register and followed upselling guidelines.

Janitor | ABM | April 2021 to October 2021

- Cleaned bathrooms, breakrooms, and general work areas in a large warehouse. Stood, walked, stooped, and cleaned for 10 hours at a time.

Barista | Barnes and Noble Cafe | June 2019 to March 2020

- Performed food preparation tasks, including baking cookies, serving lunch foods, soup, and desserts, and making drinks.
- Provided prompt and friendly customer service to all cafe customers. Met difficult customers with care and professionalism.
- Followed health department practices and safety practices and received my food worker's card.
- Managed inventory counts for the end of the day. Worked the cash register.
- Cleaned the work area and closed the cafe as per the schedule and instructions.
- Occasionally walked the store floor with free samples and helped customers find books

Cafeteria Server/Cashier | Pacific Lutheran University | September 2017 to December 2018

- Worked breakfast, lunch, and dinner shifts at PLU's student cafeteria. Prepared hot and cold items and washed dishes in the kitchen.
- Prepared and ensured the cleanliness of the salad and dessert bars.
- Worked front of house as well as the cash register.

Education

- MFA | Creative Writing | Rainier Writing Workshop
- B.A. | English/Music | Pacific Lutheran University
- AA | General Studies | Olympic College

Projects: Poetry Archive Coordinator for Fireweed: Poetry of Oregon, Sunday Keys Player and Communications Volunteer/Newsletter Writer for Genesis Church Spokane