

Rachel Yengle

San Jose, CA | +925 964 3903 | yengle.rachel@gmail.com

EDUCATION

SAN JOSE STATE UNIVERSITY

Bachelor of Science in Business Administration, Management Information Systems Concentration

San Jose, CA

May 2025

DIABLO VALLEY COLLEGE

Associate of Science in Business Administration

San Ramon, CA

May 2023

Associate of Arts in Economics

San Ramon, CA

May 2023

Relevant Coursework: Financial Accounting, Microeconomics, Managerial Accounting, Computer Literacy

PROFESSIONAL EXPERIENCE

FREEDOM POOL SERVICES

Administrative Assistant

September 2023 – Present

San Jose, CA

- Retrieve information as requested from records, email, and other related documents.
- Preparing, shipping, receiving, and distributing fed-ex, deliveries, and other mailings.
- Carefully followed and adhered security regulations to ensure protection of customer's account information through secure verification methods.

WELLS FARGO

Teller

August 2022 – August 2023

San Ramon, CA

- Assist 50-100 clients by processing their monetary requests, such as withdrawals, deposits, and account issues: 20+ transactions per hour
- Maintain detail knowledge of all debit and credit card options, and make customized recommendations based on client's preferences on interest rates, and annual fees
- Utilize organizational skills and attention to detail to accurately calculate customer's transactions, which result in cash handling \$25k per day

LEADERSHIP EXPERIENCE

TENNIS TEAM CAPTIAN

- Skill plan efficiently and tracked team progress
- Effectively communicated and mentored team athletes

SKILLS AND INTERESTS

LANGUAGES: Spanish (Proficient)

TECHNICAL SKILLS: Tableau (Exceptional), SQL (Exceptional), Microsoft Excel (Exceptional), Python (Exceptional)

SOFT SKILLS: Excellent Communication Skills, Agile Mythology, Critical Thinking, Leadership, Creative Thinking

INTERESTS: Tennis, Reading, Cooking