



**Rachele Vergara**  
Administrative Manager

**DTLA Headquarters:**

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**Education:**

- Bachelor of Arts in Mass Communications, with Major Emphasis in Digital Media, St. Paul University, College of Arts, Sciences and Education Class of 2011

**Primary Responsibilities:**

- Client Correspondence & Support
- Project Coordination
- Accounts Receivable
- Accounts Payable
- Employee Safety Training
- Fieldwork Scheduling
- Marketing & Sales
- Office Administrative Management
- Project Filing & Organization
- Continuing Education

Rachele Vergara is a highly personable and dedicated administrative professional with a diverse work experience from various industries. Miss Vergara is the lead office manager of the Geo Forward headquarters, coordinator of all projects under the Geo Forward umbrella, and a great asset to the team.

**SUMMARY OF WORK EXPERIENCE**

Rachele Vergara holds an undergraduate degree in communications from St. Paul University, with an emphasis in Digital Media. Much of Miss Vergara's professional experience stems from her background working on global-scale projects, at two of the largest tech companies of today's market.

Miss Vergara has over seven years of professional experience working for small- and large- scale enterprises, and has a remarkable talent for managing client-needs, problem solving, and keeping projects on track for success.

Rachele Vergara brings many of the beneficial aspects and logistics she's developed overtime from working at top tech firms, and has incorporated them into the daily operations of the environmental engineering industry for a more efficient and productive system all-around.

Lastly, Rachele Vergara has an outstanding sales and customer service background in the tech, engineering and marketing fields. Her abilities to wear many hats has been a proven asset to the environmental field, and provides ongoing motivation for our team of engineers, scientists and contractors.