





Rachel Rapport

Innovative Performance-focused Strategy Executive with 15+ years of experience in technology-driven business development and operational innovation. Known for leveraging negotiations and communications expertise to cut costs, increase profitability, and improve productivity. Motivational leader and mentor skilled in driving culture and organizational development initiatives that consistently deliver award-winning results.

CONTACT

-  818.590.6079
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-  @rachelrapport

SKILLS

QuickBooks Expert
Bookkeeping Expert
Microsoft Expert
G-Suites Expert
Cash Flow and Financial Management
Projections and Financial Analysis

EDUCATION

Bachelors of Science Business Administration (*Magna Cum Laude*)
The State University of New York at Potsdam | June 2006

Minor in Music Business
Crane School of Music | June 2006

WORK EXPERIENCE

Founder and CEO | 2010 - Present
Prestige Management, Tarzana, CA

- Full-charge bookkeeper
- Held roles entitled Executive Director, Controller, Director of Operations, Association Manager and Office Manager
- Manage clients daily financial transactions, including A/R, A/P, managing bank feeds, reconciling bank accounts, process payroll, general ledger entries and tax prep
- Collaborate with the CFO, creating future years budgets
- Create and monitor cash flow charts, projections, budget to actuals
- Monitor profit and loss and balance sheet
- Financial analysis
- Create processes and organizational functions

CEO Managing Member | 2012-2017
R.B. Towing, LLC, Reseda, CA

- Increased revenue by 33% by leading business development efforts that grew business by 52%
- Generated 13% revenue boost with the largest customer by facilitating culture improvements that led to 92% increase in sales goal attainment
- Spearheaded employee experience program that increased employee retention by 27% and improved staff satisfaction
- Managed, trained, and mentored team of over 40 employees
- Drastically cut overhead expenses by overseeing all vendor and partner negotiations

Community Engagement

VP Development | Kol Tikvah – Woodland Hills, CA 2016-2018

Council Member | T-ROC (Towing and Recovery Oversight Council)
California Tow Truck Association 2016-2017

Committee Member | SPAC (Service Provider Advisory Committee)
Auto Club of Southern California 2015-2017

Treasurer | Kol Tikvah – Woodland Hills, CA 2014-2016

Director of Religious Practices | Kol Tikvah – Woodland Hills, CA
2012-2014

Awards and Recognition

Certificate of Special Congressional Recognition | 2016
United States Congress, Bob Sherman

Certificate of Recognition | 2016
City of Los Angeles, California, Bob Blumenfield

Certificate of Recognition | 2016
California Legislative Assembly, Matt Dababhneh