

Rachel Sisk

(678) 617-0355

Rachel@GreenPrismConsulting.com

PO Box 297

Gainesville, GA 30503

Experience **Co-owner/Vice President & Office Manager, June 2010-Aug. 2018**

Global Tree Preservation, Gainesville, GA

- Built company procedures and protocols from the ground up, designing and implementing functional systems. Maintained thorough files
- Increased annual revenue 11 times worth within the first 5 years
- Managed a 12.65% average yearly profit prior to hiring employees; 6.51% with employees
- Earned “Best of Hall, 2018” award for tree service category
- Accountable for all finances including budgeting, purchasing, accounts receivable, accounts payable, tax preparation, etc.
- Responsible for all HR: Posting job ads, hiring and ensuring appropriate forms filled out and documented in E-Verify, payroll, employee benefits, on and offboarding employees, maintained records of performance reviews, and disciplinary actions, etc.
- Designed, implemented, maintained, and disseminated all company marketing and communications for: website, business cards, social media, reports, invoices, work orders, tree surveys, handbooks, questionnaires, quarterly newsletters, special announcements, holiday cards, etc.
- Proficiently edited and assisted in detailed research and report writing, including data collection and reporting for: tree inventories, tree risk assessments, Certified Arborist’s expert witness testimony
- Promoted great client relations and ensured thorough communication from initial contact and scheduling, to timely preparation of proposals, invoices, and follow ups after job completion
- Multi-location scheduling for up to 2 service crews and 1 salesperson
- Planned all itineraries and purchased tickets and travel accommodations for weekly to yearly travel for ISA Certified Arborist instructor/company president, self, and others to multi-destinations in Australia, Costa Rica, Germany, Mexico, Puerto Rico, and over 31 states in the United States.
- Researched, implemented, learned, and trained employees on new database and CRM computer software
- Experienced with a fast paced, deadline oriented, somewhat stressful work environment reaching out and responding appropriately to diverse audience’s (clients, employees, vendors, subcontractors, owner) frequent changes and requests
- Scheduled safety meetings on appropriate topics and maintained records for compliance
- Maintained and disseminated appropriate paperwork regarding chemical safety and calculated usage rates for employee applications

- Managed inventory of supplies and chemicals, ordering more as needed. Found suitable equivalent replacements when typically used products unavailable
- Project manager for tree and plant healthcare operations from correctly bidding proposals with math calculations, to ordering supplies and equipment from multiple vendors, to orchestrating employees and their functions

Tree Crew Groundman/Plant Healthcare Technician, June 2010-Jan. 2015, As needed: 2015-2018

Global Tree Preservation, Gainesville, GA

- Excellent verbal and non-verbal communication skills in an often loud, stressful, hazardous, and ever-changing work environment
- Maintained integrity of the work zone by constant active observation and control of the entire work site, protecting the trees and plants, climber(s), ground crew, structures, property owner and their pets, etc.
- Moved brush and debris of varying sizes and weights, carefully avoiding slips, trips, and falls
- Operated heavy machinery – Wood chipper, mini skid steer, Ford F550, Good Rigging Control System Winch, fertilization and pest-control spray tanks, etc. Executed all operating procedures, safety protocols, and calculated and applied correct chemical rates accurately and efficiently
- Applied safe and efficient controlled rigging applications utilizing arboriculture equipment such as pulleys, knots, ropes, and controlled lowering devices

Volunteer Communications Committee Liaison/Board Member, Jan. 2016-Present
The Redbud Project, and a chapter of the Georgia Native Plant Society, Gainesville, GA

Actively involved to increase awareness of the many positive benefits of native plants and increasing the conservation of imperiled habitat of Hall County, GA by:

- Creating and maintaining membership databases; creating and distributing engaging meeting and event announcements and bimonthly newsletters
- Attending meetings of the Education and Communication Committees, scheduling speakers and implementing and managing marketing communications on various digital platforms and paper publishings

Education Bachelor of Arts, Studio Art, 2006
Franklin College of Arts and Sciences
The University of Georgia, Athens, Georgia