

RACHEL KLANCHER

C O N T A C T

 1912 Sunny Creek Court
Grove City, Ohio 43123

 ray.klancher@gmail.com

 614-749-5741

S K I L L S

Writing
Research
Administrative Skills
Customer Service
Proofing
Calligraphy/Typography
Graphics

T E C H

Adobe Illustrator
Adobe Indesign
Canva
Microsoft Word
PPT
Photography
Google Docs/Slides
Social Media
Some Video Editing

T R A I T S

Sports Enthusiast
Creative
Responsible
Organized
Loves Structure
Dependable
Positive • Humor
Cares About Quality
Team Player

Hello!

Are you looking for a detail-oriented communications student with hands-on office experience at the Ohio House of Representatives, someone known for organization, reliability, and clear communication, and eager to break into the sports industry? That's me!

I am a sophomore communications student serving part-time as a Page for the Ohio House of Representatives, supporting the Administrative Secretary, Communications Director, and Legislative Aides in daily office operations. I **coordinate visitors, assist with constituent correspondence and phone calls, and provide general of support** to keep the office running smoothly. Working under experienced professionals, I've honed my ability to follow instructions, **complete tasks efficiently, and communicate clearly**, all while understanding the importance of **organization, reliability, and professionalism** in a busy environment.

In high school, I was **Editor-in-Chief** of the yearbook, leading a 20-person team to produce a 200-page publication. I **managed deadlines, kept the team on track, coordinated printing** with our teacher, and saw the project through from **start to finish**. I was also our yearbook's **high school varsity football sports photographer** for four years, gaining sideline access to capture game moments. That experience, the camaraderie of the players, their hard work and sportsmanship, and the energy of the fans, combined with my close following of national sports teams, fueled my passion to apply my skills in communication and organization to one day support a team.

Supporting sports has always been a shared passion in my family, it brings us together, and and the sense of community around a team is something I want to help continue to bring to life for others.

I am currently studying Journalism and Communications at Columbus State Community College and plan to transfer to The Ohio State University, Fall 2026 where I will start my Junior year. I am seeking an internship where I can contribute, continue learning, and grow in sports communications.

Rachel Klancher

Journalism & Communication Student
Columbus State Community College

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P E R S O N A L P R O F I L E

Detail-oriented communications student with hands-on experience supporting busy office operations at the Ohio House of Representatives, known for organization, reliability, and clear communication.

Communications student with **real-world experience** in a busy, professional environments. Currently serving part-time as a Page for the Ohio House of Representatives, supporting the Administrative Secretary, Communications Director, and Legislative Aides with House communication material, correspondences, mail, phones, and visitor appointments. Known for being organized, dependable, and responsive to professional direction.

Former Editor-in-Chief and sports photographer for my high school yearbook, organized a 20-person team, met hard deadlines, and had sideline access for every game. That experience showed me firsthand how sports unite people, and sparked my passion for communications and operations work that connects fans to teams.

Studying Journalism and Communications at Columbus State, transferring to Ohio State. Eager to support and grow in the sports communication/administration industry.

E M P L O Y M E N T

2025 - Present | Ohio House of Representatives (*Page*)

- Assist legislative staff and provide office support. Answering phones, speaking with constituents, delivering mail to congressional offices, organizing information, research writing for Legislative Aids and collaborating with other Pages on special projects, create signage for special events.

November 2025 - January 2026 | The Wag - Dog Bar and Park (*Tail Chaser - Dog Attendant*)

- Tail Chaser - Dog Attendant. Supervise off-leash play, ensuring dog safety by monitoring interactions, enforcing rules, and cleaning up waste, while also assisting pet owners with questions and creating a fun, welcoming environment.

2023 - 2024 | Pinnacle Pets (*Staff*)

- Boarding: timely management of 34-78 boarded dogs which includes cleaning rooms, feed pets, exercise and bathroom time, cuddle and story reading time.
- Managing dog personalities for safety
- Strong communication, organization and teamwork
- Positive interactions with pet owners, provide daily pet log of pet's activity.

2018-2022 | Grove City Parks and Rec, Teen VIP (*Volunteer*)

- *Teacher Assistant* - Arts and Craft Program: room set-up, help demonstrate activity, engage and support elementary children with art task, clean-up after activity.
- *Teacher Assistant* - Cooking Program: prep-food for class activity, room set-up, help children with recipes, dishes / clean-up after activity.
- *Public Events*: Arts in the Alley, Police Night Out, Model T Jamboree, Richard Elementary Carnival and Holiday Events, Purple Door Food Drive: Set-up, literature distribution, run games and activities,

E D U C A T I O N

July 2025 - Present | Columbus State (The Ohio State University Transfer Program)

Sophomore - Communications & Journalism • Minor Social Media

August 2024 - June 2025 | Ohio University

E.W. Scripps School of Journalism
Photojournalism

2020-2024 | Grove City High School

Editor and Chief of Yearbook
Student Photographer: Varsity and Junior Varsity Football Team

A C C O M P L I S H M E N T

2024 Ohio Capital Conference James McCann Journalism Award

2023-2024 | Columbus State. Composition 1 (College Credit)
2022-2023 | Columbus State. Introduction to Composition (College Credit)
2023 | Ohio University Scripps School of Journalism Workshop
2021 | CCAD Video Production Workshop