

# Rachal Fluty

Program Coordinator

## Profile

Dedicated Program Coordinator with 2 years of experience in managing and executing successful programs, ensuring timely completion and meeting organizational goals. Adept at building strong relationships with stakeholders, overseeing budgets, and utilizing effective communication skills to deliver results. Proven ability to multitask, prioritize tasks, and adapt quickly to changing priorities in fast-paced environments. Committed to fostering a positive and collaborative team environment to drive continued success.

## Employment History

### Program Coordinator at Fox World Travel, WI

Mar 2023 - Present

- Successfully coordinated and executed over 50 corporate travel programs within a year, resulting in a 25% increase in client satisfaction and a 20% increase in repeat business for Fox World Travel.
- Streamlined the program management process by implementing new project management tools and techniques, leading to a 30% reduction in administrative workload and a 15% increase in overall team efficiency.
- Developed and maintained relationships with key vendors and suppliers, securing preferential rates and discounts that led to an average of 10% cost savings across all travel programs, boosting the company's profitability and client satisfaction.

### Assistant Program Coordinator at American Family Insurance, WI

Aug 2021 - Feb 2023

- Successfully managed and coordinated over 50 insurance programs and initiatives, leading to a 35% increase in customer satisfaction ratings and a 20% growth in new policyholders within a year.
- Implemented a streamlined communication system for the Program Coordination team, resulting in a 25% reduction in response times to client inquiries and a 15% increase in overall team efficiency.
- Organized and facilitated 10+ training workshops for over 200 employees, leading to a 30% improvement in staff proficiency and a 10% reduction in errors in policy processing and claims handling.

## Education

### Bachelor of Arts in Business Administration and Management at University of Wisconsin-Madison

Aug 2016 - May 2021

Relevant Coursework: Financial Accounting, Managerial Economics, Marketing Principles, Business Analytics, Operations Management, Organizational Behavior, Business Ethics, Strategic Management, Human Resource Management, and Project Management.

## Certificates

## Details

[rachal.fluty@gmail.com](mailto:rachal.fluty@gmail.com)

(625) 569-4474

1234 Applewood Lane, Milwaukee, WI 53202

## Links

[linkedin.com/in/rachalfluty](https://www.linkedin.com/in/rachalfluty)

## Skills

Time-management

Budgeting

Team-building

Conflict-resolution

Microsoft Excel

Event-planning

Communication

## Languages

English

Hindi

## Hobbies

Organizing community events

Gardening and landscaping

Crafting and DIY projects