

CONFIDENTIAL



SUSAN RAHL

ADMINISTRATIVE ASSISTANT

Communications and
Public Engagement

Educational Service District 112

Susan has been providing executive-level administrative support in the field of education for nearly 30 years. Her desk is command central, and it is from there that she provides support to the executive director and the League of Communicators.

Susan is in charge of scheduling meetings, managing budgets, collecting data and keeping the team informed of departmental and agency happenings. She also is known for her exceptional proofreading and editing skills.

A.K.A. THE JUGGLER

KNOWN SUPERPOWERS

- » COORDINATES VAST NUMBERS OF PROJECTS AT HIGH VELOCITY
- » PROOFREADS AND EDITS THE TINIEST OF COPY WITH HER EAGLE EYES
- » BRINGS BUSY PEOPLE TOGETHER THROUGH SCHEDULE FACILITATION
- » CRUNCHES NUMBERS TO MANAGE BUDGETS AND INVOICES

KNOWN WEAKNESS

- » GRANDKID PHOTOS

TO THE
TO-DO LIST
STRATEGIST!

