



Rachel Kolles

Executive Assistant to the CFO

Hennepin Technical College
Brooklyn Park, Minnesota

Meet Rachel

What is your name?

Rachael Kolles

Where do you currently work and what is your position?

Hennepin Technical College - Executive Assistant to the CFO

What are some of your daily tasks at work?

Government contracting, program and college budgets, event planning, coordinate travel, calendar management, project management with our Director of Operations and so much more!

What do you love most/enjoy most about your job?

The variety, consistent opportunity to learn and grow my knowledge as well as constant challenge to be part of committees or projects outside of my comfort zone that allow me to expand in my career.

Where else have you worked and what were your positions?

State of MN - Management Analyst, Rodan+Fields - Executive Consultant, Robert Half - Division Director, Millennium & Copthorne Hotels - Sales & Marketing Coordinator

When did you graduate from NDSU & what degree(s) did you graduate with (especially for those who graduated before the program was Hospitality and Tourism Management)?

I graduated in 2010 with a BS in Hospitality & Tourism Management and minor in Business.

What was your most rewarding class taken at NDSU through our program? Why did it make an impact?

Hospitality & Business Law - I enjoyed these courses most because the information that was taught to us students definitely highlighted areas of focus for the real world. Learning more about leadership, marketing, general business laws and regulations, financials, etc. These two courses have made an impact on me throughout my career as all of my position, whether within hospitality or not, I have dealt with leadership, financial management, contracting, etc.

What was your favorite part about attending NDSU and our program?

I loved that I was able to attend a reputable college that was just far enough away from home for me where I could experience it myself, but still could go home when I wanted. I enjoyed the opportunities that came with being a college student; the chance to meet people from all backgrounds, apply for internships and options to study abroad. These opportunities are

definitely available outside of attending college, but I think college is a place where people can share similar goals, visions, are more open to meeting people from different walks of life all while growing their education together. There are a lot of things to do yet little distractions to worry about so you're generally more focused on what you want to do while you're in college. What I enjoy most about NDSU as well as the Hospitality & Tourism Management program was the academic environment and the strong sense of community. NDSU has a strong sense of school spirit through athletics, but people also take pride in their majors and programs. Everyone at NDSU and within the program seemed to have the utmost respect for their professors, their peers and mission of the college itself.

Any advice for current students who want to succeed in our industry (especially those in your segment of the industry)?

Never say no to opportunities where you can learn. Personal development doesn't just happen. Be open to learning, to trying new things, to new experiences where you can learn from others.

If a student or fellow alumni would like to connect with you, what is your preferred method?

Direct mail on LinkedIn