

Rachel Marroquin



Rachel Marroquin works as a student trainee (Purchasing) in Reclamation's Snake River Area Office (SRAO). Her participation in the Student Career Experience Program (SCEP) allows her to combine practical work experience with her pursuit of double majors in Human Resource Management and General Business--plus her Spanish/Business Minor--at Boise State University (BSU). Her hometown is Caldwell, Idaho. Below she talks about her involvement in SCEP.

I started at Reclamation in 2005 after a former employee told me that I could get hired as a student. The former employee gave me Luz Moreno's name, a Human Resources Specialist at Reclamation. I contacted her. She informed me about an Information Specialist (receptionist) position at SRAO. I went in for an interview and was hired within a month after contacting.

I began in the Student Temporary Employment Program (STEP) as an Information Specialist-Receptionist. In August of 2010, I transferred to a SCEP position as a Purchasing Agent. I have been working as a SCEP Purchasing Agent for about 1 ½ years.

When I was a receptionist, I took on many different tasks at the front desk. I organized and implemented new procedures, such as a formal login process for non-Department of the Interior employees who visited our building for meetings. I also learned a lot about Reclamation while helping other managers and employees with projects.

Transitioning to the purchasing agent position required a significant amount of training. I traveled to Seattle for two weeks to complete courses for my purchasing warrant.

I am currently working on a requisition notification project. When completed, SRAO employees who create requisitions for reoccurring contracts will receive reminders that their purchase orders will expire at the end of the year. This project will help with delays in starting new contracts for high-use utility and petrol services.

My career objective is to advance within Reclamation. I would like to stay in purchasing/contracts and/or possibly move into a supervisor or manager position. I enjoy working with people and enjoy the work atmosphere at Reclamation. I just started in my position and have a long way to go.