

Rebecca Hope Bishopp

(253)-245-4309
Rhbishopp@outlook.com

701 Palo Duro Loop
Round Rock, TX

Profile:

- Focused on productivity
- Highly motivated self-starter able to work independently and part as a team
- Self-presentation and positive attitude
- Ability to learn and apply new concepts
- Directing others and self
- HTML and CSS
- Promoting and marketing

Professional Experience:

- Brand Ambassador Manager at Pacific Shore Stones Austin, TX November 2017-present

I am an outside promoter and work independently for the products that Pacific Shore Stones distributes in the city of Austin and surrounding areas. I ensure clients are provided with brochures, samples, and informing them of new products. Home shows and events are a large part of how I promote the company name. Most of my job is working with Zoho CRM, I set up the CRM for the company and train new employees on how to use it as well as manage it. I also help with the social media, I take photos for Instagram and send in information for a new post as well as I help create marketing materials for the Austin location.

- Externship at Austin Family Orthodontics January 2018-March 2018

At Austin Family Orthodontics I developed my knowledge for orthodontic assisting. I practiced inserting wires, opening Damon Brackets, and using O-Ties on twins. I was also taught a lot of knowledge about everyday orthodontic procedures. This externship has given me hands on experience as well as knowledge in a professional orthodontic office.

- Sales Representative at Teltos Quartz Stone Kent, WA November 2016-September 2017

Managed my outside sales territory of the Western Washington client base including contractors, designers, architects, and fabricators. Followed commercial and residential specked projects. I started and organized the social media marketing for the company as well as I trained new Sales Representatives. I started at this job as the head office assistant with duties including answering the phone, filling out purchase orders, creating office documents, and greeting and helping customers. I was promoted into outside sales while still helping in the office when needed.

- Client Service Representative at Bank of America Maple Valley, WA June 2015-November 2016

Performed confidential client transactions, set appointments, assessed client needs including but not limited to mortgages, credit cards, lines of credit, and auto loans. Managed busy multi-phone lines and overcame obstacles by working accurately at a fast pace. Performed nightly closing procedures such as, scanning daily transactions, securing, counting, and closing the vault and bank.

- Sales Associate at Kohls Covington, WA October 2014-June 2015

Built my customer service, organization, sales and cashiering skills. I was one of the top Kohls credit card sales performers and received company wide recognition for setting sales records.

- Waitress at Oshio Sushi Enumclaw, WA August 2013-October 2014

Worked in a very fast paced environment as the only waitress on my shifts. I would handle the phone, seating, waiting on tables, and clearing tables all while keeping my best customer service. I also served drinks that were either premade or I would pour beer/wine. This being my first job I learned a lot of skills that have set me up for my future jobs that I am proud to say I have always exceeded expectations at.

Education:

- Austin Coding Academy July 2018-Present
- Dental Assistant School Austin, TX Graduated February 12, 2018
- Enumclaw High School Graduated 2013

References:

- Brandon Trimm - Manager at Teltos Quartz Stone (253) 880-2429
- Tani McCann – Manager at Bank of America (206) 832-7012
- Bonnie Scott - Organizer of volunteer work (253) 569-4815