

Rebecca Feltman

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I was born and raised on the east coast, learned how to publish books at the ripe age of eight, and I have been working ever since. I had the privilege of spending two years living in a tent (made from trunks of trees that we cut down and skinned ourselves) while learning how to function within a group setting with the most efficiency (and fun)! I have held several different jobs around the country, and am always looking for ways to grow and develop.

EXPERIENCE

Line Technician & Customer Service Representative Supervisor, Avflight Durango, 2020 – present

I have gone from my first day as a Line Technician (fueling, deicing, servicing aircraft) to becoming proficient in those duties, requesting to hop over to the desk to learn that realm of tasks (invoicing, billing, accounting, reconciling), and mastering that as well. While at this location, I have been able to create/maintain many new and existing customer relationships through a total managerial staff turnover last November. I have since trained new staff to take over the line duties while I supervise; and I have taken over most of the monthly managerial accounting tasks, such as setting up and billing monthly rent/lease payments, completing internal and external audits, managing our fuel inventory, scheduling and managing staff, lots of data entry and reconciling our data, etc. while making sure I am answering all correspondences promptly and creating the best FBO experience for all customers who walk in my doors, including booking rental cars, hotel arrangements and exceeding every expectation I can.

Pharmacy Technician, Rivergate Pharmacy and Compounding Center / Piñon Family Pharmacy — 2018-2020

As a pharmacy tech, I learned how to input data very quickly and accurately, then how to (also very quickly) properly distribute the medications needed. I also was lucky enough to learn how to create medications from scratch (compounding medications) and got to have fun with chemistry at this job too. In late 2019 I ended my employment at Rivergate Pharmacy after almost two years of employment due to my lack of passion for the health care field, but received a call from the pharmacist at Piñon Family Pharmacy asking if I could tech for them due to short staffing. I took up this job until mid 2020 when Covid-19 became prevalent and our hours were cut.

Customer Associate, Bodo's Bagels, Charlottesville, VA — 2017

I prepped and made bagel sandwiches to customer specifications very quickly and with every sanitary precaution. I was able to keep up with the orders coming in quite well and had lots of fun doing it. I was also responsible for making sure the kitchen was pristine before I left each night, which it most certainly was!

EDUCATION

Discovery School of Virginia for Girls — High School Diploma, 2017

This school was located in the Cumberland forest of Virginia and taught me mostly everything I know about working hard, dedication to tasks, working well with others, finding solutions to problems when they arise, and layering up in colder weather!

San Juan College, Farmington NM — Presently working towards a Computer Science degree

SKILLS

Microsoft Office, point of sale systems, customer service, accounting, organization, conflict resolution, team player, training/supporting new staff, information retention, time management, I have developed my interpersonal skills, and I learn extremely quickly.