

Rebecca Bowersox Guido

1329-B8 Burnside Ave.
East Hartford, CT 06108
(860) 992-8986
rebecca.bowersox@gmail.com



EMPLOYMENT OBJECTIVE

To provide quality administration to enable company growth. Utilize strong interpersonal and communication skills to work as a team player. Support business needs by managing daily operations to create a pleasant work environment enabling staff to reach company goals.

EDUCATION

Associate of Arts from Appalachian Bible College
Fast Track to Missions Graduate, Child Evangelism Fellowship Inc.

EXPERIENCE

July 2011-Present

Forever 21, Manchester, CT

Assistant Manager

- ✿ Coordinates daily staff assignments
- ✿ Maintains accurate business records and files
- ✿ Write weekly store schedule
- ✿ Monitors sales goals and payroll
- ✿ Maintains and oversees stockroom and sales floor
- ✿ Trains Sales Associates and Cashiers
- ✿ Completes projects as assigned by Store Manager

April 2011-July 2011

DSW—Designer Shoe Warehouse, Manchester, CT

Retail Sales Associate

- ✿ Provided quality customer service on the sales floor and at register
- ✿ Restocked and marked down merchandise on the floor and in the stockroom

June 2008-May 2011

Child Evangelism Fellowship of Connecticut, CT

Ministry Development Coordinator/State Teacher Trainer

- ✿ Coordinated and executed volunteer training/evaluation and team management for after-school programs
- ✿ Coordinated and executed training/evaluation for summer interns
- ✿ Managed teams of summer interns running summer day camps
- ✿ Managed the organization's state office
- ✿ Recruiting volunteers and maintaining donor relationships

June 2006-June 2008

Child Evangelism Fellowship, Inc., Warrenton, MO

Missionary Candidate/Intern

- ✿ Assisted with administrative responsibilities and/or projects as assigned by department director
- ✿ Coordinated/taught afterschool programs

SKILLS

Extensive experience in administration, presentations and coordination of programs and schedules. Loves supporting others in reaching their goals. Loves working with people and being a team player. Great communication and interpersonal skills.

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Professional References

Jaimie Brown
CEF Communications Manager
206 N Second St.
Apt. B
Greenville, IL 62246
(269) 589-8418

Jackie Omicioli
DSW Store Manager
110B Slater St.
Manchester, CT 06040
(860) 644-6200

Cindy Trotter
CEF Director/Mentor
20542 Cedar Ct.
Warrenton, MO 63383
(636) 456-8214

Personal References

Robert and Tamara Nichols
Pastors
800 Silver Lane, Suite 220
East Hartford, CT 06118
(860) 895-9989

Danielle Hahn
Friend
398 Silver Ln.
East Hartford, CT 06118
(860) 978-4123

Brandy Durst
Friend
P.O. Box 225
Friedens, PA 15541



June 2, 2011

To Whom It May Concern,

I would like to take this opportunity to recommend Rebecca Bowersox.

Rebecca started with DSW while we were in the midst of moving our store to a new location. Not only did Rebecca receive no initial training, she has yet to benefit from any formal training and yet she manages to excel in every aspect of her position.

Rebecca is highly regarded by her peers, is respectful and extremely customer focused. She is a pleasure to work with! The contributions she has made to our DSW location are great. She is self driven, self motivated, kind, considerate, dependable and caring.

I see Rebecca fitting into any situation with little to no training and being amazingly successful.

Although I would hate to see Rebecca leave DSW, I support her in her search for a full time position. I wish I had something to offer in regards to full time employment, but at this time I have nothing available.

Anyone making the decision to bring Rebecca onboard will benefit immensely.

Kindest Regards,

Jackie Omicioli
Store Manager
DSW Manchester, CT
[860-644-6200](tel:860-644-6200)