Rebekah Bishop

2140 Onward Rd. Midlothian, TX 76065 | 817-456-3781 | rjwgilt@sbcglobal.net

# Qualifications

* 3 Years in Purchasing
* 2 Years as Pharmacy Technician (Before Licenses were needed)
* 10 Years with Pest Control Licenses
* 10 Years in Church Ministry
* 10 Years in Childcare
* 12 Years as a business owner
* 17 Years in Finances
* 17 Years in Office settings
* 19 Years in Customer Service
* 3 months Pharmacy Technician Trainee #284448

# Education

## Arlington Baptist College | 8/1995 – 12/1996

* Major: Bible
* Minor: Education
* Completed 3 Semesters of basic and theology courses

## Texas Christian Academy | 1995 | Graduated

* Received Christian School Scholarship

# Experience

## Pharmacy Technician Trainee | Walgreens Pharmacy | 9/2018 – 11/2018

* Receive Prescriptions
* Register Duties
* Answer Phones
* Fill Prescriptions
* Work with Dr.’s and Insurance Companies
* Customer Service

## Financial assistant | Hillcrest Baptist Church | 7/2015 - Present

* Process Contributions
* Process Journal Entrees
* Process Credit Cards
* Answer Phone Calls
* Write Reimbursement Checks
* Write Checks for Accounts Payable
* Accounts Receivable
* Assist in Payroll Duties
* Input and Balance Bank Statements
* Filling of all employees, Invoices, and other paperwork
* Hand out and receive Credit cards
* Work with all computer programs
* Make presentation Excel sheets

## Co-Owner/Office Manager | The PestFighters | 2/2005 – 5/2017

* Input all Invoices, Data, Time Sheets, and Bank Statements
* Train Personnel
* Responsible for all income and outgo of all finances
* Make and answer phone calls
* Schedule customers
* Work with all computer programs (Quick Books, Excel, Word, Power Point, and others)
* Writes payroll Checks
* Account Receivables
* Account Payables
* Oversees personnel Performance

## Distributing Duck Stamps | Amplex Corporation (VSSI) | 8/2014 – 7/2015

* Process Federal Duck Stamps for Hunters
* Process, Activate, and Distribute Phones
* Create and modify a waiting room puzzle game book

## Financial Secretary/Childcare | Ovillia rd mothers day out | 10/2011 – 5/2012

* Input all Invoices, Data, Time Sheets, and Bank Statements
* Occasionally gave Devotions
* Work with Quick Books, Excel, and other software
* Substituted for teachers

## Lead Teller | Texas Trust Credit Union | 3/2005 – 3/2007

* Supervised 10-15 tellers
* Wrote work schedules and lunches
* Approved and Rejected large checks for tellers
* Ran multiple programs for Branch Manager to use for meetings
* Answered multiple phone lines
* Count money daily up to $1,000,000 or more
* Conduct transactions – Deposits, Withdrawals, Money Orders, etc.

## Assistant Youth Pastor | Tabernacle baptist church | 10/1997 – 8/2004

* Counseled with the children and teenagers
* Planned activities for all ages
* Prepared and taught Sunday School and Children’s Church
* Prepared youth account for administration

## Teller | Grand Prairie credit union | 9/2002 – 11/2003

* Answered multiple phone lines
* Conduct transactions – Deposits, Withdrawals, Money Orders, etc.
* Count money daily up to $50,000 or more

## Teller | Vought Heritage Community Credit union | 1/2002 – 9/2002

* Answered multiple phone lines
* Conduct transactions – Deposits, Withdrawals, Money Orders, etc.
* Count money daily up to $50,000 or more

## office manager | Kamco pest control | 5/2001 – 1/2002

* Input all Invoices and Data
* Responsible for all income and outgo of all calls
* Schedule customers
* Route service vehicles
* Work with all computer programs (Quick Books, Excel, Word, Power Point, and others)
* Accounts Receivable
* Prepare and mail billing statements

# References

## Relative

* Martha Kelly 817-980-1009

## Friend (past employer)

* Teresa Prendergast 817-801-1114

## present employer

* Tonya David 214-538-6733