



REBECCA L. FLESSA

Rebecca serves as office manager overseeing the daily administration for all our firm's client needs. Her excellent organization skills, thoroughness and cheerful attitude make her an indispensable component of our successful team.

Education:

Executrain; Intro. to Access, Word, Excel, Intermediate Word, Professional Telephone Skills Council on Management; Personnel/HR Record Compliance & Personnel Assistant Workshops Fayetteville Community College 1995
Cole R-1 High School, Russellville, Missouri 1987

Professional Associations:

Society of Design Administration, 2006 President, 2005 Membership Co-Chairman

Community Service:

8th Grade Graduation Decoration's Committee Chairman
Senior Class 2004 Project Graduation Committee
Sunday School Teacher, Dix Road Church of Christ
Team Member, CANstruction for Central Missouri Food Bank 2000 - 2006
Basketball Coach, YMCA League 2000 - 2001
Softball Coach, Russellville Summer Recreation Program 1998 - 2001