

REBECCA LEWELLYN

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1170 Cushing Circle #244

Saint Paul, MN, 55108

QUALIFICATIONS

Over eight years of experienced communication skills, including conflict resolution and maintaining professional customer service. Ability to prioritize task in high-pressure situations. Continued education by taking classes at local colleges. Knowledge of Mac applications and design programs. Maximized client and employer results to their fullest potential through utilizing internal communication, and problem solving.

EXPERIENCE

- Administrative Assistant,*** Midtown Eye Care 2007-2008
Adjusted patients glasses for comfort and aided in finding the right style for their face structure. Filed insurance claims and resolved discrepancies in benefits.
- Scheduled appointments for 12-20 patients daily
 - Ordered, assembled and repaired eyewear
 - Performed preliminary examinations
- Flight Attendant,*** Mesaba Airlines 2002-2007
Employed tactics during high-pressure situation to ensure desired outcomes were met. Resolved a medical emergency saving the passenger's life. Utilized conflict resolution to secure compliance and safety of passengers and crew. Developed strong leadership and communication skills with individuals of diverse educational, and cultural backgrounds.
- Trained in effective communication and conflict resolution
 - Experienced in administering first aid
- Licensed Esthetician,*** A Touch of Health 2000-2001
Pampered, massaged clients and instructed on skincare protection. Illustrated proper use of products to clients. Utilized time management skills to provide services to multiple patients in separate rooms.
- Provided skincare and body wraps to customers
 - Applied cosmetics when requested
 - Ensured proper use of products
 - Deposited revenue at the bank

OTHER EXPERIENCE

Shipping and Receiving, Packed artwork for national and international shipments. Ensured complete customs forms to expedite delivery. Performed quality assurance on contents. Chopped, sorted and labeled glass rods. Maintained a database using File Maker Pro.

EDUCATION

2002-2007 FAA certification Flight Attendant Groups 1 & 2
1999-2000 Esthetician Certification, Academy of Cosmetology

SKILLS

Adobe Products (After Effects, Illustrator, Indesign, Photoshop), File Maker Pro, Microsoft Office