

Rebecca A. Cottreau
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Background Summary

Customer service professional, capable of handling many responsibilities simultaneously. Works well independently and as part of a team.

Wickert Properties, LLC

January 2004 - Present

Supervisor

Responsible for overall management of multiple property's with a variety of tenants. Handling emergencies and requests in a timely manner while following the Wisconsin landlord laws and maintaining a strict code of ethics. Scheduling and record keeping of daily, monthly, and seasonal maintenance.

Franks Power Plant, Milwaukee, WI

General Manager / License Holder

Bartender

April 2001 - Present

Responsible for all business operations, staff of 15+, finances, and initiatives to improve business.

Focus on team motivation while presenting a friendly atmosphere with expedient service.

Preparing permits, licenses, financial and legal documents.

Well developed conceptual, strategic and analytical abilities.

Maintains a healthy, safe, and secure, environment, establishing procedures and security systems.

Leading fundraisers, special events, and community initiatives such as;

Vice Pres.-Ric Correa LGBTQ Scholarship Foundation & President-BayView Neighborhood Fund aka BayViewBash.

Curves for Woman, Milwaukee, WI

April 2003 - May 2005

Personal Trainer

Maintaining a constant level of enthusiasm in an energetic environment. Introducing and managing individualized health programs, training on stretching and exercise equipment, adjusting to those individual needs.

Sales, processing payments, maintaining records, marketing, organizing events with focus on medical health.

Exercise equipment assembly, maintenance, cleaning, inventory, and stocking.

Opening and closing several locations with a variety of business hours.

Buycostumes.com, Waukesha, WI

September- November 2000 - 2004

Inter-company Coordinator of External Accounts / Marketing Assistant

Customer service via e-mail and telephone.

Creating and managing three external online stores.

Computer processing of customer orders with extreme deadlines.

Education

MHSA / Bay View High Schools, Milwaukee, WI

MATC, Milwaukee, WI - General Education / Career Planning

Milwaukee School of Bartending, Milwaukee, WI - Certificate of Mixology

Milwaukee County Landlord Training program

References Available Upon Request