



Biography

Rebecca Fowler

Organizational Concepts International, LLC

Operations Coordinator

PROFILE Rebecca is the operations coordinator responsible for seamless client relations. She is our reliable source for document preparation, travel arrangements, meeting coordination, shipping and reporting. She works hand in hand with our management, staff and clients providing liaison communication and is responsive to client needs and requests. Rebecca is resourceful and willing to go the extra mile on your behalf. In her role at OCI she works directly our clients. One recent example included schedule managing, shipping and logistics for a company wide leadership program delivered around the globe for a large international semiconductor client.

PREVIOUS EXPERIENCE With more than 22 years of executive administrative experience, Rebecca has commanded Executive Assistant roles for the Chairman and C.E.O., President, C.F.O., and several Sr. Level Executives at WSS Media. Prior to that, she supported the Chief Information Officer and several Sr. Vice Presidents at ShopNBC/ValueVision International. She also supported Sr. Management in the Training Department at Leeann Chin and served as a Compliance Assistant for US Bank.

EDUCATION AND PROFESSIONAL AFFILIATIONS Associate Coursework, Business Administration, Lakewood Community College



Driving business results through human capital.

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