**Rebecca Garnes**

***Executive Assistant***

Rebecca is a top-performing administrative professional who brings over 7 years of administrative experience in customer service, sales support and general office management to TallGrass Public Relations. She is proficient in providing support to executives, managing calendars and appointments and learning new software. She has a strong background in MS Word, Excel, PowerPoint and Outlook. An expert communicator who is known for multitasking and completion of assigned tasks within deadline Rebecca also assists with our sales and marketing processes.

Outside of work, Rebecca enjoys spending time with her crazy amazing kids who don’t ever seem to slow down. Her and her husband recently started a repurposing business- repurposing anything that catches their eyes; including old windows, scrap wood, glass, tools, machinery parts- really nothing is off limits! Rebecca also always has her eyes to the sky- she’s an avid weather watcher. In her next life, she plans on being a storm chaser. But until then, she’s always willing to give a weather update.

Rebecca holds a Bachelors’ Degree in English from South Dakota State University.