

PROFESSIONAL RESUME OF **Rochelle Befort**

Reception / Administration



1982-1994 MN Licensed Daycare Provider
1997-1998 Executive Assistant ~ Sorenson & Sorenson Ptg.
1998-2000 Administrative Assistant ~ Heigl Mortgage
2000-2007 Executive Assistant ~ Pharmaceutical Specialties Inc.
2009-2010 Rochelle Befort LLC/Realtor License
2010-Present ~ Reception ~ Administrative Assistant

ASSOCIATION INVOLVEMENT

2002 – Present Plumbing, Heating, Cooling Contractors ~ Rochester Chapter
2002 – Present Plumbing, Heating, Cooling Contractors ~ Minnesota Chapter
2002 – Present Rochester Area Builders and Builders Exchange ~ Rochester MN
2002 – Present Associated Builders and Contractors ~ Minnesota Chapter
2002 – Present Chamber of Commerce ~ Rochester MN
2002 – Present Builders Association of Minnesota
2002 – Present National Association of Home Builders ~ Minnesota Chapter

VOLUNTEER WORK

1987 - 1993 Cub Scout Master & Den Leader ~ Rochester MN
1994 - 1998 Church Board of Directors & Classroom Teacher ~ Douglas/Mazeppa Methodist Church
2009 – 2018 “Join The Journey” Fundraising/Events, Board of Directors, Human Resource, Vice President, President & Presidential Post Advisory ~ Breast Cancer Support in Rochester MN

REFERENCES:

Dylan Gorman, Roberts Hamilton / HAJOCA
2465 7th Street NW
Rochester MN 55901
Work: 507-322-6352

Michael Sparks
Ferguson Enterprises
3210 Prow Lane NW
Rochester MN 55901
Work: 507-292-9233

Jay Gatzloff, Goodin Co.
3347 19th ST NW
Rochester MN 55901
Work: 507-529-1284

Steve Diderrich
First Supply
3815 Highway 14 W
Rochester, MN 55901
Work: 507-287-0202