



## REBECCA ALARCON

### ADMINISTRATIVE MANAGER & EXECUTIVE ASSISTANT

Rebecca Alarcon joined Bartlett, Pringle and Wolf, LLP in 2006. She has over 15 years of experience in professional office executive assistant position and has a track record of strong performance in high-volume, high pressure environments. She assists in the development and implementation of firm policies and procedures; manages and oversees the administrative policies, programs, and practices within the firm.

Prior to joining the firm, Rebecca was the Customer Relations Coordinator for an auto broker. She managed the overall customer satisfaction and community representation, which earned the Blue Oval certification for consistently meeting service criteria.

Rebecca graduated from the University of California, Santa Barbara (UCSB) with a Bachelor of Arts degree in Sociology and has a Certification in Business Administration.

Rebecca is a busy mom of three young children who are active in extra curricular activities such as basketball, baseball, soccer and flamenco dancing. She was the cheer director and coach for the Carpinteria Junior Warrior Cheerleaders. Most recently, she participated in the event planning committee for the Carpinteria Girls, Inc gala.

In her spare time, she enjoys spending time with her family and traveling.