

Melissa Swink
& Co

Rebekah
Elam



VIRTUAL ASSISTANT

Hello! My name is Rebekah, and I live in the Dayton, Ohio area. I am a wife, a mom of two and a coffee fanatic! I have a passion for fitness, travel, outdoor activities, and watching my kids do any kind of sports. I am a giver by nature, and love to support through my admin skill sets. I have over 16 years of administrative and project management experience. I find that my greatest joy and feeling of accomplishment come from doing the work behind the scenes to make sure things run smoothly and make the lives of my co-workers and directors easier. I am passionate about supporting businesses in their growth, and love being a part of a team atmosphere to assist you in the day-to-day tasks so you can have more time to dream BIG and achieve more. I am excited to be apart of your team and look forward to meeting you soon!