

Tracy Webb

Rochester, NY
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Authorized to work in the US for any employer

Work Experience

Project Coordinator/Administrative Assistant

Loewke Brill Consulting Group - Rochester, NY
January 2017 to Present

Administrative Assistant Responsibilities include:

- Provide support to the President, CEO, CFO, and Sr. Consultants
- Screen Calls, manage calendars, greet visitors
- Train and provide support to staff
- Prepare reports
- Determine work procedures and generating the companies SOP's (standard operating procedures)
- In charge of ordering office supplies
- Meet with vendors for competitive pricing to save company money
- Marketing, website management
- Maintain our company's website
- Maintain company's CRM (ACT Database)
- Update, create marketing brochures
- Send out mass emails, letters, marketing packages
- Order all marketing promo materials
- Travel, meeting & event arrangements
- Coordinate annual golf outings for our company/clients

Bond Claims Specialist responsibilities include:

- Maintained updated payables and track history for bond claims
- Research invoices and make recommendations for release of payments from bonding companies
- Prepared proper releases submit to proper vendors/contractors and obtained executed releases

Office Administrator

Leo j Roth
April 2012 to December 2016

Served as residential and commercial coordinator and administrator. Responded to high volume off calls daily scheduling all appointments as well as providing new customers with information off how Leo J Roth can be the company for them. Scheduling of all technicians of daily and weekly assignments. Performed completion of weekly time sheets for payroll. Assisted with accounts payables and receivables. Additionally responsible for other administrative tasks as requested by management. Supported and trained new members of the team.

Leasing Agent/Property Manager

Conifer Realty

March 2009 to February 2012

Property Manager. Provided potential clients property tour and information. Processed all applications. Worked with HUD in application processing in accordance of Government regulations. Collected and processed all rents. Provided community activities. Performed annual re certifications and unit inspections.

Education

Webster Thomas

Additional Information

Strong and exceptional customer service skills. Strong leadership and management skills. Provides clear direction to staff.

Responds to requests for service and assistance. - Maintains confidentiality;

Always looking for ways to improve.. Works with integrity and ethically.

Follows policies and procedures; Supports organization's goals and values. Adapts to changes in the work place.

Looks for and takes advantage of growth opportunities; Offers help to staff when needed.

Meets challenges. Generates suggestions for improving work.

Prioritizes and plans work.. Reacts well under pressure.

Ability to work with out supervision.