

Tracy Webb

# Education

* Webster Thomas

# Experience

## January 2017 – Present

### Project Coordinator/Administrative Assistant

### Loewke Brill Consulting Group-Rochester, NY

Administrative Assistant Responsibilities include:

• Provide support to the President, CEO, CFO, and Sr. Consultants

• Screen Calls, manage calendars and 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

• Marketing, website management

• 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 company/clients

-Bond Claims Specialist responsibilities include:

• Maintained updated payables and track history for bond claims

• Research invoices and made recommendations for release of payments from bonding companies

• Prepared proper releases submit to proper vendors/contractors and obtained executed releases

## March 2012-December 2016

### Office Administrator/ Dispatch Coordinator

###  Leo J Roth Corporation, Webster, NY

* Served as residential and commercial coordinator and administrator.
* Responded to high volume of calls daily scheduling all appointments as well as providing new customers with information regarding new equipment or maintenance plans.
* Scheduling of all technicians of daily and weekly assignments.
* Performed completion of weekly time sheets for payroll.
* Assisted with accounts payables and receivables.
* Responsible for other administrative tasks as requested by management.
* Managed all warranty paperwork.
* Supported and trained new members of the team.

January 2009- March 2012

Property Manager

Conifer Realty

* Provided potential clients property tour and information.
* Processed all applications.
* Collected and processed all rents.
* Provided community activities.
* Performed annual re certifications and unit inspections.
* Processed and served evictions.
* Worked with HUD and Section 8 in application processing in accordance of Government regulation as well as other rent assistance programs

