



Tracy Webb

585-647-9350 ▪ tracy@loewkebrill.com

Loewke-Brill Consulting Group

January 2017-Present

Project Coordinator/Admin Assistant/Bond Claims Specialist

Project Coordinator:

- Provide support to the President, CEO, CFO, and Sr. Consultants
- Prepare reports
- Determine work procedures and generating the companies SOP's (standard operating procedures)
- 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:

- 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

Leo J Roth Corporation, Webster, NY

March 2012-December 2016

Office Administrator/ Dispatch Coordinator

- Served as residential and commercial coordinator and administrator.
- Responded to a 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 timesheets 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.

- 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

Education & Training
Webster Schroeder

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