

TRACEY GUTIERREZ

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Westminster, CO

PROFESSIONAL EXPERIENCE

SPECIAL AEROSPACE SERVICES (SAS)

September 2017-January 2018

Office Administrator

- Manage and coordinate front desk/reception
- Manage guest security sign-in/badges, including international visitor protocol
- Work with Director of Operations to refine SOP's
- Support internal meetings with conference/video setup
- Maintain print & electronic files and databases
- Work with IT to support staff with computer, server, Intranet, Internet, and office machines
- Support marketing and event staff as needed
- Backup support to the Executive Assistant with booking travel, scheduling meetings, and preparing expense report
- Manage/maintain building office areas, equipment and supplies
- Oversee building & personnel safety with regard to government regulations and city building compliance
- Manage and coordinate C-level executive calendars, meetings and video/conference calls
- Manage assigned projects. Intranet revision, creating tracking tables/spreadsheets, holiday cards, employee training, PowerPoint display presentations, resume responses to applicants

SLADE GLASS CO. (Contract work - Addison Group Assignment)

May 2017-September 2017

Commercial Project Coordinator/Executive Assistant

- Develop/refine/improve current processes for communication and paper-flow-SOP's
- Work toward goal of "paperless" workflow and electronic files access
- Research and provide data pertaining to possible new industry software that SGC may implement to enhance workflow, sharing of documentation and regarding of information in a networked system.
- Coordinate material acquisition with vendors
- Coordinate scheduling and delivery between vendors, contractors, customers and installers
- OSHA and safety compliance, work comp, and accident reporting
- Detailed scheduling and project coordination
- Accurate typing and review of proposals and contracts
- Accurate job costing and tracking of basic purchasing
- Special projects as needed
- Maintaining safety documentation and reporting
- Accident reporting and investigation

D.A. DAVIDSON & CO .

Nov 2016 - Apr 2017

Public Finance Associate/Executive Assistant

- Provide executive level support to FICM team bankers (Managing Director, and two Senior Vice Presidents)
- Manage calendars and coordinate client meetings and conference calls
- Coordinate and book travel: flights, hotel, car service or rental
- Processing expenses with Concur software, invoices, sponsorships, memberships, event registrations
- Manage and update contact lists
- Coordinate client events, meetings, catering, and conventions
- Proofread, edit and format documents
- Perform deal-specific research and create client specific marketing presentations
- Bond/Finance deal processing management: RFP's, SOQ's, presentations, engagement letter, distribution lists, internal documents (commitment pkg, due diligence, accounting form, and regulatory requirements)
- Maintain deal files and submit to internal compliance department
- Maintain contracts, subscriptions, membership and registration renewals
- Prepare client-facing memoranda, proposals, and other deliverables
- Maintain a high level of confidentiality

SRK CONSULTING U.S. INC.

April 2013 - Oct 2015

Office Administrator

- Support for six practice leaders and employees
- Provided customer service internally and externally
- Managed all purchases office supplies, furniture, office equipment
- Assisted accounting department: Expense reconciliation for controller, filing, expense submissions, processed and approved invoices, retrieved back invoices for client reconciliation
- Assisted HR with onboarding of new employee's
- Experienced with RFI's, RFP's, and COI's
- Event planning (summer outings, holiday parties, client events)
- Booked travel for employees and clients within the U.S. and globally
- Processed Visas and Passports
- Maintained office equipment
- Office organization
- Distributed daily incoming and outgoing mail
- Prepared shipping documents for local/global shipments and occasional freight shipments
- Coordinated employee gifts
- Arrange/coordinate client meetings, office luncheons, and birthdays
- Maintained employee contact lists
- Coordinated meetings and conference rooms and successfully transitioned office from physical calendar to Outlook for conference room scheduling.
- Worked closely with vendors, building management, and parking company for all office needs including safety meetings and establishing evacuation plan for the office
- Worked closely with IT management (office IT needs and purchases)
- Managed Brivo security system/software and access badges
- Project Management: Designed/Managed construction of 16,000 sq. ft. of new office downtown Denver

CONTRACT WORK

2010 - 2013

Long-Term Assignments

- Gary-Williams Energy - Receptionist
- Colorado Housing and Finance Authority (1 year, 9 months)
 - Working knowledge of HUD Handbook 4350.3; MAT User Guide-Monthly Activity Transmission; TRACS-Tenant Rental Assistance Certification System; IMAX-Integrated Multi-Family Access Exchange
 - Front Desk
 - Internal/external customer service
 - Company car management
 - Customer payments
 - Processing of incoming mail and deliveries
 - Managed visitor/vendor badges and access to building
 - Section 8 Voucher Specialist (84 property portfolio)
 - Approved/processed/managed voucher submittals for 84 property portfolio @ 2 million monthly
 - Provided support to properties with compliance issues
 - Investigated fraud allegations and made recommendations to HUD

HOMESTEAD REMODELING

2001 - 2009

Office Administrator/Small Business Owner

- Client customer service
- Formatted proposals and contracts
- Invoicing/basic bookkeeping (Quickbooks)
- Financial Reports: Profit & Loss spreadsheets and tax data preparation
- Maintained customer/business account files
- Created portfolio for marketing purposes

SKILLS

- Intermediate in Microsoft Package.
- Quickbooks - Basic knowledge
- Adobe
- Google Tools: Docs, Sheets, Forms, Drive
- Excellent customer service, multitasking skills, oral and written communication.
- Intelligent, logical, analytical, strategic, and detail oriented, with strong problem solving and research skills.
- Process improvement.
- Office procedures and organization