

TRACEY A. VIDEEN

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www.TraceyVideen.com

AREAS OF EXPERTISE

Accounting
Commercial Property Mgmt
Graphic Design
Hardware and Software Mgmt
Human Resource Management
Information Technology (IT)
Logistics
Marketing
Operation Management
Project Management
Purchasing

PROBLEM SOLVING

Analytical Skills
Attention to Detail
Collaboration
Communications Skills
Creativity
Critical Thinking Skills
Decision-Making Skills
Decisive
Research Skills

INDUSTRIES

Commercial Development
Commercial Property Mgmt
Direct Sales
Multi-Housing Development
Non-Profit Animal Rescue
Public Trade Shows
Real Estate Title Insurance
Residential Property Mgmt
Residential Property Rehab
Veterinary Medicine

CAREER ACHIEVEMENTS

- ✓ Solely coordinated the office move of 5 employees, offices, and hardware from Northeast Minneapolis to Roseville.
- ✓ Converted 10 QuickBooks files onto the Yardi Breeze platform for single point of entry.
- ✓ Audit of cash accounts and payroll account to discover over \$70,000 in employee fraud and embezzlement.
- ✓ Adjusted current accounting methods to align with GAAP protocols. Corrections allowed for sale of 1.2M in preferred stock to a venture capital company.
- ✓ Reduced company costs of Benefits Package for employees by 20% without reducing employee's coverages.
- ✓ Created a merge system to create Purchase Agreements, taking the task from 2 hours to 5 minutes.
- ✓ Research, purchase, installation, and training of staff on the primary clinic software and hardware installation.
- ✓ Increased revenue of fundraiser by 2,500% from previous year.

ACADEMIC ACHIEVEMENTS

Metropolitan State University Awarded Triple Major Bachelor of Science Degrees, 2014

Business Administration

Human Resource Management

Accounting

North Hennepin Community College Awarded Triple Major Associate in Science Degrees in 2011

Business Management

Accounting

Business Computer Systems and Management

180 Undergraduate Accredited Credits Achieved

CAREER HISTORY

Operations, HR, Property, and Accounting Mgr	Lupe Development Partners, LLC	2012-2023*
Human Resources and Accounting Manager	Christopherson Properties, LLC	2012
Inventory, Office, HR, and Accounting Mgr	Fitness on Request, Inc.	2011-2012*
Accounting, Office, and Human Resources Mgr	PixZel Effects, LLC via Masterson	2010*
Accounting, Office, and Human Resources Mgr	Orange Parachute aka HotSkills, Inc.	2007-2010*
Office and Accounting Manager	HomeVestors aka Minnesota Equities, Inc.	2004-2007*
Owner, Operator, Doggie Doula	Celtic Canine Kennels	2015-Present
Veterinary Assistant, Part-Time, Saturdays	Ramsey Animal Hospital	1997-Present
Accountant, Part-Time, Evenings	First Housing, LLC	2014-2016

**Position or Company was dissolved*

TRACEY A. VIDEEN

KEY SKILLS AND COMPETENCIES

OPERATIONS SKILLS

Contract Execution
Contract Management
Corporate Records Mgmt
Event Mgmt
Information Technology Mgmt
Marketing Execution
Multiple Database Mgmt
Programming & Maintenance
Project Closure and Recap
Project Management
Purchase Agrmt Execution
Purchase File Mgmt
Purchasing
Residential Site Support
Schedule and Oversee Vendors
Scope of Work Creation
Server Hardware Management
Telecommunications Systems;
Tenant and Vendor Relations

PROPERTY MANAGEMENT SKILLS

Annual Lease Reviews
Building Systems Management
CAM/RET Annual Reconcile
CAM/RET Budget
Common Area Maint Mgmt
Digital Directory Programming
Lease Amendments
Property Fob System
Programing
Property Showing
Punch List
Rehab Planning and Mgmt
Security Deposit Mgmt
Site Expenses Billing
Site Inspections
Tenant and Vendor Relations
Tenant Liaison
Unlawful Detainer Execution
Vendor Bidding

MEMBERSHIPS, VOLUNTEER, AND CIVIC POSITIONS

Midwest Animal Rescue &
Services (MARS)
Whelping Foster parent and
Volunteer, since 2012

Phi Theta Kappa Honor Society
Member since 2011

HUMAN RESOURCE SKILLS

Benefits Administration: Dental,
Health, ADD/ Life Insurance
COBRA Execution
Created and Maintained
Employee Handbooks
Disciplinary Documentation
Employees Training
Maintained Personal Files
New Hire Intake
PTO Accounting
Reference Checks
Staff Management
Termination Assistance
Time Card Records 50+

OFFICE MANAGEMENT SKILLS

File Room Mgmt & Organization
Fiscally Conscious Purchaser
Office Form Development
Order Intake
Policy/ Procedures Mgmt
R&D & Graphic Design of
Marketing Materials
Training & Team Meeting
Execution
Travel Arrangements
Website Management

SOFTWARE SKILLS

Microsoft Office Professional
Suite 2019
QuickBooks Pro 2021
Adobe DC
AviMark Veterinary
Covetrus Pulse (eVet)
InDesign CS3
Intermedia
Telecommunications
Jamf Now
Nitro PDF Professional
Photoshop Elements 9
PowerDirector
SoftPro Closing
TeamViewer
Yardi Breeze
Yardi Voyager

COMMISSIONS

Notary Public-Minnesota
Commission expires
January 31st, 2026

ACCOUNTING AND BOOKKEEPING SKILLS

1099 Execution
Accounts Payable/ Receivable
Annual Income Tax Prep for
CPA
Auditing Accounts
Balance Sheet Reporting
Capital Budgeting
Cash Flow Analysis
Cash Flow Forecasting
Client Account Collections
Client Invoicing
Client, Class & Job Costing
Commission Calculations
Construction Draw Creation
Construction Financing Mgmt.
& Budget Forecasting
Financial Statement Analysis
Inventory & WIP Tracking
Monthly Journal Entries
Monthly Subscription Collection
Monthly Summaries to Owners
Mortgage Accounting
Payroll Execution; ADP;
PayChex; & QuickBooks
PPACA Compliance
Profit & Loss/Income Statements
Reconcile Various Asset &
Liability
Rental Fee Invoicing
Rental Property Mgmt

VETERINARY SKILLS

Animal Restraint
Appointment Scheduling
Client Education
Laboratory Duties
Patient/Client Counseling
Pharmacy Duties

EVENT & DESIGN SKILLS

Employee Appreciation Events
Fund Raising Dinners
Grand Openings
Ground Breakings
Holiday Annual Party
Interior Design
Ribbon Cuttings
Vendor Booths