

# Traci Redlin

Medina ND

## Ability Summary

Administrative Professional with over 15 years of experience in the corporate business world.

- Ability to provide accurate results in a multi-tasking atmosphere
- Able to prioritize and manage multiple job duties fast and efficiently
- Maintain and honor confidentiality
- Ability to work independent assignments as well as group activities

## Employment History

### Project Coordinator

10/2017-Present - South Central Dakota Regional Council - PO Box 903, Jamestown, ND 58402

- Administer federal, state and foundation grants per program requirements.
- Assist with maintaining communication among SCDRC Board of Directors and Committees.
- Responsible for maintaining relationships with clients, jurisdictional leaders and general public.
- Responsible for maintaining various records, scheduling, drafting correspondence and web copy, and assume responsibility for accuracy and completeness.
- Receive and route mail and refer telephone calls and visitors.

### Administrative Specialist, Sales Assistant and Trade Show Coordinator

07/2010 – 03/2017                      Agri-Cover, Inc.                      3000 Hwy 281 SE, Jamestown, ND

- Administrative support to multiple supervisors and departments
- Analyzed data for sales teams to include expense reports, coordinating schedules, travel arrangements, calendars and meetings in Outlook
- Advanced computer skills in Microsoft programs
- Trained staff in multiple departments
- Project coordinator experience
- Excellent interpersonal skills an ability to work well with all levels of management, staff and outside clients and vendors

### Executive Assistant/Property Management Controller

05/1990 – 07/2010                      Star Property Management    6900 Winnetka, Brooklyn Park, MN

- Assistant to the CEO of 19 companies with over 30 million in sales
- Property Manager for multiple companies
- Controller for property management
- Proofed documents and prepared for meetings
- Performed accounting duties including accounts payable and receivable, payroll and bank statements
- Trained employees and covered for them in their absence
- Reviewed and processed incoming mail and correspondence and distributed to appropriate departments to ensure timely processing
- Daily office duties to include greeting clients and phone systems

## Education and Training

Capitol Commercial Business College                      Bismarck, ND  
Business/Accounting

Administrative Assistant Certification    Fargo, ND                      Certificate