

Traci Redlin

Medina ND

Ability Summary

Administrative Professional with over 15 years of experience in the corporate business world. Looking for a fun and challenging opportunity to better myself and the organization.

- 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 that the Regional Council manages per program requirements.
- Assist with maintaining 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/Administrative Support

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
- 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

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| Capitol Commercial Business College | Bismarck, ND |
| Business/Accounting | |
| Administrative Assistant Certification | Fargo, ND Certificate |