

TRACEY A. VIDEEN

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FINANCE AND ACCOUNTING PROFESSIONAL

Accomplished professional with substantial experience in managing multifaceted operations across diverse industries. Well-versed in enhancing operational efficiency, optimizing financial performance, and driving project success. Excel at streamlining processes, managing cross-functional teams, and implementing technology solutions to foster productivity and profitability. Hold strong capability in financial oversight, including fraud detection, budget management, and accounting adjustments for significant cost savings and revenue growth. Adept at fostering relationships with tenants, vendors, and stakeholders to secure long-term partnerships and achieve organizational goals.

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|-------------------------------------|------------------------------------------|
| ✓ Project Lifecycle Management | ✓ Budget Management & Cost Reduction |
| ✓ Operational Excellence | ✓ Database Management & Compliance |
| ✓ Financial Analysis & Reporting | ✓ Vendor & Tenant Relations |
| ✓ Fraud Detection & Risk Management | ✓ Lease Administration & Negotiation |
| ✓ Inventory Tracking & Control | ✓ Benefits Administration & COBRA |
| ✓ CAM/RET Reconciliation | ✓ Human Resources Policies & Procedures |
| ✓ Site Inspections | ✓ Customer Service Excellence |
| ✓ Capital Improvement & Bidding | ✓ Payroll Processing & Reporting |
| ✓ Commercial Draw Creation | ✓ Residential and Commercial Real Estate |

PROFESSIONAL EXPERIENCE

SENIOR ACCOUNTANT

Russell Herder Inc., Minneapolis, MN

2024

Worked in tandem with the CFO to ensure accurate financial reporting. Created monthly custom invoices for each clients need. Servicing many 501c3 and government clients. Verified the banking and credit accounts daily to ensure accuracy with company financial software. Entering all new vendor invoices into the system. Receiving client payments. Creating journal entries to properly account for bi-monthly payroll.

OPERATIONS, HUMAN RESOURCES, PROPERTY, AND ACCOUNTING MANAGER

Lupe Development Partners, LLC; Roseville, MN

2012 – 2023

Oversee day-to-day operations to ensure efficiency and productivity. Direct multiple databases to enhance data integrity and accessibility, while developing programming solutions to improve system reliability and user experience. Manage server hardware for optimal performance, upgrade telecommunications for clearer communication, and foster positive tenant and vendor relations to build long-term partnerships. Lead benefits administration, COBRA procedures, employee handbook development, and disciplinary documentation to foster positive company culture. Perform financial statement analysis, monthly journal entries, and payroll management. Review leases annually, supervise building systems, and administer CAM/RET reconciliation and budgeting.

CURRENT POSITIONS: CONTRACT AND PART-TIME

CONTRACTOR, COMMERCIAL DRAWS,

Tartan Title Services, as needed, evenings; Plymouth, MN

2024 to Present

OWNER, OPERATOR, DOGGIE DOULA,

Celtic Canine Kennels, two to four litters per year; Crystal, MN

2016 to Present

VETERINARY ASSISTANT,

Ramsey Animal Hospital, every-other Saturday morning; Ramsey, MN

1997 to Present

CARRER ACHIEVEMENTS

ACHIEVEMENTS WHILE AT RUSSELL HERDER, INC.

- Audited Financials finding a \$500,000+ liability that should have been revenue.
- Increased the chart of accounts to accurately pull managerial data on how a department is performing and where revenue is being earned.
- Properly implemented the use of unused software features in order to more accurately track work.
- Created a SOP on Job and Project numbering.

ACHIEVEMENTS WHILE AT LUPE DEVELOPMENT PARTNERS, LLC:

- Headed relocation of five employees, offices, and equipment from Northeast Minneapolis to Roseville.
- Merged 10 QuickBooks files into Yardi Breeze platform for streamlined Management and reporting.
- Completed projects within time and budget constraints, exceeded stakeholder expectations, secured purchase agreements, and organized procurement files.
- Optimized resident satisfaction and site maintenance, improved vendor service quality, and streamlined project execution through clear scopes of work formulation.
- Headed PTO accounting, reference checks, staff management, termination assistance, and time card records for employees to ensure accuracy, compliance, and employee satisfaction.
- Guaranteed PPACA adherence, examined profit and loss/income statements, reconciled various assets and liabilities, monitored rental fee invoicing and property management.
- Purchased, prepped and maintained the computer hardware and software for all 12 properties and staff.
- Successfully carried on-site inspections, liaised with tenants, navigated unlawful detainer proceedings, and coordinated vendor bidding.

ACHIEVEMENTS WHILE AT PREVIOUS EMPLOYERS:

- Headed relocation of a dozen employees, offices, and equipment from Brooklyn Park to Maple Grove.
- Uncovered \$90K in employee fraud and embezzlement during cash and payroll audits.
- Prompted GAAP-aligned accounting adjustments for manufacturing with CoGS, and facilitated \$1.2M preferred stock sale to venture capital firm.
- Lowered employee benefit package's expenses by 20% while maintaining existing coverage levels.
- Minimized purchase agreement creation time from two hours to just five minutes by implementing merging system.
- Boosted fundraiser revenue by 25 times compared to previous year.
- Conducted research, procured, installed, and trained staff on primary clinic's software and hardware.

EDUCATION

BACHELOR OF SCIENCE

Metropolitan State University, Minneapolis, MN

- Business Administration
- Human Resource Management
- Accounting
 - 180 accredited undergraduate credits earned; able to sit for the CPA exam.

ASSOCIATE IN SCIENCE

North Hennepin Community College, Brooklyn Park, MN

- Business Management
- Accounting
- Business Computer Systems and Management

TECHNICAL PROFICIENCIES

Microsoft Office Professional Suite: MS Word, MS Excel, MS Publisher, MS Power Point, MS Outlook, MS Access, MS Teams | Adobe DC | QuickBooks Pro 2023 | QuickBooks Online | AviMark Veterinary | Covetrus Pulse (eVet) | InDesign CS3 | Intermedia Telecommunications | Macintosh Apple Configurator | Jamf Now | Apple Business Manager | Nitro PDF Professional | Photoshop Elements 9 | SoftPro Closing | Appfolio | Yardi Breeze | Yardi Voyager | PowerDirector | TeamViewer | Chrome Remote Desktop | OneDrive | Dropbox | Box | Google Drive | Workamajig | Slack

MEMBERSHIPS | VOLUNTEER | CIVIC POSITIONS | COMMISSIONS | LICENSES

- Midwest Animal Rescue & Services (MARS); Whelping Foster Parent and Volunteer
- Phi Theta Kappa Honor Society Member
- Notary Public-Minnesota Commission
- Real Estate Agent, License currently sitting at Fathom Reality, with no activity.