

TRACEE EL BEY
Trust Director, Ma'at Indigenous Nations' Trust

QUALIFICATIONS OVERVIEW

- 20 years experience as Non-Profit Executive (board director, administrative, grant coordination, volunteer recruitment, community outreach)
- 23 years as business owner (business and education consulting)
- 20 years extensive data entry, word processing experience (alpha/ numeric/10-key pad).
- 15 years office, clerical, administrative assistant, and customer service experience.
- 4 years experience as Medical Front Office Assistant, Program Manager, Intake Specialist

COMPUTER SKILLS:

Microsoft Word, Excel, PowerPoint, Adobe, Publisher Computer Operations & Concepts, database programs, Internet/Web search, website creation and management. *Casino Cashiering Systems: CMS, Titos (Slot Ticket-In/Ticket-Out Cash Vouchers), VIP Lightspeed, Chip Calculator.*

EDUCATION:

Central Arizona College (CAC) - A.A. Degree in Business (Coolidge, AZ)
Mesa Community College (MCC) – Obtained GED (8/1999) - Mesa Community College (Mesa, AZ)
Insurance Billing (2000) - Kindred Chiropractic (Tempe, AZ)
Medical Processing (2002) - Kindred Chiropractic (Tempe, AZ)
Philosophy of Chiropractic (2003) - Kindred Chiropractic (Tempe, AZ)
Business Administration/Office Management (1999) - Geri Lorraine Enterprises, LLC (Mesa, AZ)
Entrepreneurship (2001) - Geri Lorraine Enterprises, LLC (Mesa, AZ)

GERI LORRAINE ENTERPRISES, LLC (Casa Grande, AZ) - 06/2000 to Present

Managing Director – Part-time via Off-site

Manage contracts, grant writing, consulting, and supervising, recruiting personnel, assisting with employment placement, skills testing, background checking, employee scheduling, and processing payroll. Also word processing of correspondence, maintaining customer database through data entry; assisting with the design and distribution of flyers, brochures, business cards, newsletters and other printed material; light accounting of daily receipts and year-end processing for tax filing; ordering office supplies; setting appointments; answering phones; copying documents; and filing. Monthly auditing of revenue and expenses; receipts. Prepare reports for monthly accounting. Extensive data entry (alpha and numeric)

FM PUBLISHING COMPANY (Casa Grande, AZ)

2009 to Present

Assistant Editor

Responsible for writing, editing, sales, marketing, event promotion, and managing small on-demand publishing – academic books, fiction & nonfiction, e-course writing.

HERITAGE EDUCATION LAND PROSPERITY (H.E.L.P.) CENTER, INC. (CG, AZ) 1999 to Present

Manager

Serving as development officer, overseeing fund raising program, creating and maintaining community liaisons, presiding over Board of Directors, providing Christian instruction to outreach ministries, and assisting with ministry and Sunday School start-up.

Executive Director – Waiting To Excel Education Center (2008 to 2011)

Responsible for instructional leadership, assessment coordination, educational technology integration, staff professional development, grant writing, and grants management.

WAITING TO EXCEL EDUCATION CENTER (Casa Grande, AZ) 09/2008 to 06/2011

Program Manager

Oversight of standard procedures for student intake and orientation, student goal setting and goal achievement processes. Oversight of student follow-up processes, student transition to employment, post secondary education, and/or other training programs, data collection, documentation, and reporting, distance learning services including: intake, assessment, instruction, and data collection. Extensive data entry (alpha and numeric).

Address: 241 W. Cottonwood Lane, Suite 132 Casa Grande, AZ 85122 (520) 876-0073

KINDRED CHIROPRACTIC CENTRE (Tempe, AZ) - 05/2001 to 10/2005

Chiropractic Assistant and Office Manager

Assisting chiropractic patients with payment processing (cash handling, credit card, check payments), scheduling appointments, high quality customer service, maintenance of patient records, treatment plans, and billing. Processed all insurance billing, medical records, and correspondence, provided data entry, word processing, and office management including answering multi-line phones, faxing, copying, and all other duties assigned. Providing training for new hires.