**Tracy L. Cottrell**

12 High Street ♦ Waterford, CT 06385 ♦ 860.334.2329 ♦ tlcottrell@yahoo.com

***Professional Statement P***

***Top-notch executive assistant with strong accounting background ready to conquer any office challenge.***

***Highly organized and dedicated professional with diverse administrative experience and keen attention to detail.***

***Professional Experience*  Profile**

**Lawrence & Memorial Physicians Assoc. New London, CT October 2010 – Present**

* Provided administrative support to Executive Director and department directors including special projects, report presentations, correspondence, calendar management, meeting planning, and travel arrangements

**Satilla Temps St Mary’s, GA August 2009 – July 2010**

* Masias Construction Set up new office and trained employees in Microsoft Office & Microsoft Projec t
* Rayonier Paper Data entry using Access and Kronos for time and materials tracking for 2010 shutdown

**Administrative Assistant Mashantucket Pequot Tribal Nation Mashantucket, CT**

**November 2000 – July 2008**

* Provided high level administrative support to Public Affairs Group, including executive director
* Researched special projects for Tribal Council as needed
* Acted as liaison with local and state political officials
* Managed directors’ calendars and scheduled meetings using Outlook
* Prepared department plans and presentations utilizing PowerPoint
* Planned and coordinated special events, including receptions, fundraisers, and golf tournaments
* Reviewed and input weekly payroll records for processing using TASC payroll
* Assisted in preparation of budget and tracked department expenses
* Processed material requisitions and coordinated purchase orders and RFPs with procurement
* Managed charitable giving database and researched charitable requests
* Responsible for department record retention
* Responsible for all department written correspondence
* Maintained promotional inventory
* Arranged department and large group travel and traveled as necessary

**Executive Assistant Mitchell College New London, CT**

**July 2000 – November 2000**

* Provided administrative support to Vice President of a small liberal arts college
* Assisted with adjunct hiring process and orientation of new teachers

**Paraprofessional East Lyme Schools /East Lyme, CT Stonington Schools/Stonington, CT**

**January 1997 – June 2000**

* Worked as a special education paraprofessional assisting students with special needs

**Accounting Assistant St. Francis Hospital & Medical Center Hartford, CT**

**October 1995 – November 1996**

* Prepared and posted journal entries
* Reconciled hospital general ledger accounts including fixed assets and month end closings

**Plant Accountant Rand Whitney Packaging Montville, CT**

**January 1994 – October 1995**

* Oversaw daily accounting operations including billing and accounts payable
* Processed month end closings including production/cost reports for management review

***Computer Skills*  Profile**

PC & Mac Proficient PeopleSoft QuickBooks

Microsoft Office: Word, Excel, Access, PowerPoint SAP financial software WPM: 90

***Education*  Profile**

Masters of Science, Education University of New Haven, New Haven, CT

Bachelor of Science, Accounting Central Connecticut State University, New Britain, CT