



**Tracey L. Rozelle**  
Project Assistant III

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## Experience Summary

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Ms. Rozelle has over 24 years of experience in document preparation, editing, and production. She serves in a vital role for ensuring report integrity for technical documents issued by Tierra Group. In addition to her role in document preparation and production, Ms. Rozelle also provides office administrative and business support. Her responsibilities include:

- Document control and preparation; format and editing of reports, proposals, technical specifications, letters, memos, creating and editing tables, assembling, binding, and the review of all final documentation;
- Prepare documents consistent with corporate quality assurance procedures, appropriate corporate formats, and other requirements;
- Assist staff with preparation of proposals and reports to ensure accuracy (format and proofread) of documents being produced; and
- Assist project managers in budget monitoring and client invoicing.

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## Employment History

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<b>CURRENT EMPLOYER</b>	<b>TIERRA GROUP INTERNATIONAL, LTD.</b>
<b>POSITION</b>	Project Assistant III
<b>YEARS</b>	2012 to Present
<b>EMPLOYER</b>	<b>TETRA TECH, INC.</b>
<b>POSITION</b>	Business Administrator / Project Assistant
<b>YEARS</b>	2007 to 2012
<b>EMPLOYER</b>	<b>VECTOR NEVADA, LLC</b>
<b>POSITION</b>	Office Administrator
<b>YEARS</b>	2004 to 2007
<b>EMPLOYER</b>	<b>SRK CONSULTING, INC.</b>
<b>POSITION</b>	Administrative Assistant
<b>YEARS</b>	1998 to 2003
<b>EMPLOYER</b>	<b>ELKO COUNTY SCHOOL DISTRICT</b>
<b>POSITION</b>	Secretary
<b>YEARS</b>	1995 to 1998
<b>EMPLOYER</b>	<b>NEWMONT GOLD COMPANY</b>
<b>POSITION</b>	Sr. Administrative Clerk to Director of Accounting
<b>YEARS</b>	1989 to 1994