



Tracey L. Rozelle
Project Assistant

Experience Summary

Ms. Rozelle has over 28 years of experience in document preparation, editing, and production. She serves a vital role in 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 reviewing all final documentation;
- Prepare documents consistent with corporate quality assurance procedures, appropriate corporate formats, and other requirements;
- Assist staff with the 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.

Employment History

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