

Tracey Villa

The Brewery Works, Inc. (Schlitz Park), Milwaukee, WI 1996 - Present
Assistant Property Manager

Perform daily management functions for property, which consists of over 1,000,000 square feet. Resolve tenant problems and concerns. Ensure excellent tenant relations. Involved in supervision of maintenance personnel. Balance and prioritize workload for technicians. Excellent interpersonal and communication skills. Coordinate quarter newsletter for Schlitz Park. Organize public blood drives, book fairs and flu shot fairs and other activities for the office complex.

Kohler Company, Kohler, WI 1994 - 1996
Assemble to Order Operator

Effectively work as a team to produce a quality faucet product line. Learned all aspects of quality testing of various faucet product lines.

Kemper Securities, Inc., Chicago, IL 1982 - 1994
Dealer Trader/Retail
Assistant Vice President

Maintained \$1,000,000 dealer/retail preferred stock account. Present new marketing issues and prepared promotional materials for 1600+ account executives. Educate and assist account executives on preferred stocks and effective sales and marketing techniques. Extensive account executive and dealer trader contact regarding investment options, sales and cold calling. Established MuniPreferred Money market business to exceed \$100,000,000 in holders.

Education:

Ashford University – Social and Criminal Justice, May 2011.

Personal Accomplishment:

Participated in my second 150-mile bicycle ride to benefit The Leukemia & Lymphoma Society of Wisconsin.