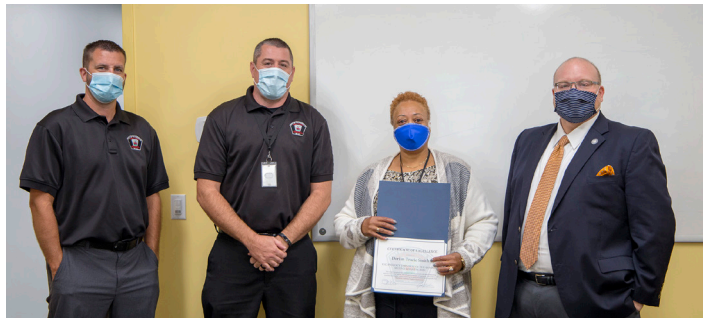


Administrative Technician Senior Tracie Smith

As Tracie Smith's supervisor for the past seven years, I've benefited from her creative problem-solving, tireless work ethic, and willingness to do whatever it takes to get the job done and done correctly.

Tracie is incredibly generous with her time and expertise, which includes everything from providing information to internal and external customers via telephone calls and/or visits; processing internal and external contracts regarding specialized programs; preparing, submitting, monitoring and tracking account receivable and account payable transactions; and reconciling department financial records.



Tracie has received numerous compliments for her outstanding customer service both in person and on the phone. Her diligence, self-motivation, as well as dedication, have been a source of inspiration for the rest of the team.