

# Lauri Ann Burelson



Lauri Burelson  
Executive Secretary  
Operations Manager  
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## Tracy Realty Co.

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[www.tracyrealtyco.com](http://www.tracyrealtyco.com)



## COMPANY EXPERIENCE

Lauri joined Tracy Realty Co. in 1985 and has been an integral part of the company's success. Lauri's involvement in all aspects of client interactions and her history in the community make her an invaluable part of the team.

Tracy Realty Co. offers a variety of ancillary services to its primary businesses of locating, analyzing, structuring and transacting real estate. These ancillary services include property management, bookkeeping, marketing and logistics to name just a few. Lauri is primarily responsible for the coordination and implementation of these valuable services.

On a daily basis, Lauri oversees and controls the day-to-day operation of the company, ensuring efficiency, with daily telephone and in-person communication with broker's clients, tenants, and prospective tenants. She manages all subcontractors' work in relation to property management. Lauri handles all bookkeeping for managed and independent partnerships, as well as prepares and monitors quarterly and yearly financial reports for all partnerships along with the preparation of office payroll and quarterly federal/state tax forms.

## COMMUNITY AFFILIATIONS & PHILANTHROPIC INTERESTS

Boys & Girls Club Of North Valley  
Oroville Economic Development Corporation (OEDCO)  
Health & Fitness Industry - Jazzercise Center Owner

## RELEVANT PAST EMPLOYMENT

Lauri's most relevant experience has been her 20 years with Tracy & Associates. She also brought a strong background of financial, administrative and transaction experience when she joined the company, including:

Admittance/Registration Secretary - Lassen Community College, Susanville, CA (1983-1984)

Financial Aid Secretary - Lassen Community College, Susanville, CA (1982-1983)

Escrow Secretary - Ticor Title Ins., Lake Almanor, CA (1977-1981)

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