

**Tracey Pomeroy**  
**360 Briarbend Blvd.**  
**Powell, OH 43065**

## WORK EXPERIENCE

---

### ***Columbus Regional Airport Authority, Columbus, OH 02/94 - Present***

#### **Finance / Accounting, 02/94 – 10/95 - Accounts Receivable Clerk**

- Billing & collections of space rents, utilities, landing fees
- Daily A/R aging reporting
- Monthly bank account reconciliations

#### **Finance / Accounting, 10/95 – 04/00 – G/L, A/R Coordinator**

- Monthly general ledger reconciliation
- Monthly general ledger journal entry posting
- Yearend financial reporting and processing
- Annual budget preparation

#### **Parking, Ground Transportation & Audit Services, 04/00 – 07/05 – Parking Supervisor**

- Establish performance standards and monitor compliance of Parking Management Companies
- Establish performance standards and monitor compliance of Valet Parking Company
- Development of the annual parking budget
- Monitor the upkeep and functionality of the Authority's Parking Access and Revenue Control System (PARCS)
- Monitor the current License Plate Inventory System and abandoned vehicle procedures
- Weekly, monthly and annual parking statistical reporting
- Monitor the safety of the parking operation including the number of passengers on a bus, cashier working conditions and conditions of customer facilities

#### **Parking and Ground Transportation, 07/05 – 07/09 – Parking Manager**

- All above duties (Parking Supervisor)
- Assist with development of marketing plans to improve parking operations
- Develops all parking requests for proposals (RFP's) and contract drafting of parking and valet management agreements
- Monitors, maintains and authorizes access to Authority's employee lot, North Pads of Arrivals and Departures levels, South loading dock, South contractor lot and North Loading Dock

- Manage cleaning and maintenance of Rental Car Levels of Garage

**Parking and Ground Transportation, 07/09 – current – Parking and Ground Transportation Manager**

- All above duties (Parking Supervisor, Parking Manager)
- Develops all Ground Transportation requests for proposals (RFP's) and contract drafting of Taxi management agreements
- Manage loading dock permit issuance
- Manage Ground Transportation permit issuance and compliance with the Authority Traffic and Ground Transportation rules in accordance with the City of Columbus rules
- Monitors and oversees investigations for commercial and taxi complaints
- Manages Notice of Violation issuance and first step hearings

***Columbus Life Insurance Company, Columbus, OH 02/80 – 12/93***

**Finance / Accounting – 02/80 – 01/83 - Premium Accounting Clerk**

- Opened and posted all life insurance premium payments

**Finance / Accounting – 01/83 – 01/87 – Accounting Clerk**

- Monthly bank account reconciliation
- Daily balancing of financial trailer accounts
- Daily balancing and maintenance of clearing account for new and difficult policies

**Finance / Accounting – 01/87 – 12/93 – Sr. Investment Clerk**

- Confirm and settle all purchase or sale of all stocks and bonds
- Post monthly income received for all stock and bonds currently held by company
- Monthly reconciliation of main corporate custody account
- Preparation of reports used for monthly financial statement

---

## SKILLS

Microsoft Office Suite, Excel, Scannet, Navision, PowerPoint

---

## EDUCATION / CERTIFICATIONS

Whetstone High School, Columbus, Ohio, High School Diploma

CPP – Certified Parking Professional