

# TAWNY PEYTON

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## EXPERIENCE

Executive Director 11/2011 - Present  
Rocky Mountain Home Association

- General Administrative tasks including but not limited to; accounts payable, accounts receivable, online credit card review, deliver bank deposits, database upkeep, creation of meeting packets, creation of new member packets, filing, general office organization and monitor & replenish office supply inventory.
- Manage and track all arrangements for annual conference, annual golf tournament, annual board retreat, community workshop, installer continuing education and various other meetings/events.
- Monitor, support, and promote membership.
- Responsible for creation and distribution of bi-monthly newsletter.
- Monitor company website, update member data and communicate changes to website designer.
- Promote Association at various networking events.
- Assist Association Lobbyist and Attorney with industry legislation.
- Work with other organizations to achieve legislative goals.
- Work with various regulatory agencies such as the Colorado Division of Housing, Colorado Department of Transportation, and all city and county offices throughout the State of Colorado.
- Prepare for Board of Director meetings and create minutes.
- Help develop and implement the annual budget.
- Assist the general public with industry support.
- Submit the Secretary of State PAC reports.
- Carry out required duties to fulfill the Utah Housing Alliance management contract.

Account Executive/Business Owner 2010 – 2017  
Colorado Fibercare, LLC

- Contact interior design firms and interior designers to schedule meetings where I provide information about the available protection products and service.
- Manage appointments with consumers.
- Meet with consumers to; explain the product, explain the service, provide service quotes and apply protection.
- Represent company at various trade shows and events.
- Assist technician at various cleaning and protection jobs.
- Communicate client services and project status with interior designers.

Executive Assistant 06/2007 – 06/2010  
Rocky Mountain Home Association

- General Administrative tasks including but not limited to; accounts payable, accounts receivable, online credit card review, deliver bank deposits, database upkeep, creation of Board of Director monthly and annual meeting packets, creation of new member packets, filing, general office organization and monitor and replenish office supply inventory.
- Manage and track all arrangements for annual conference, annual golf tournament, annual board retreat and various other meetings/events.
- Monitor and promote membership.
- Responsible for creation and distribution of bi-monthly newsletter.
- Monitor company website, update member data and communicate changes to website designer.

- Promote Association at various networking events which include Colorado Society of Association Executives Education Committee and the Colorado Association of Hispanic Real Estate Professionals.
- Provide the Board of Directors with a monthly Staff Report to review the previous 30 day accomplishments and status updates.
- Assist with special projects which include industry specific legislative interests, Colorado Division of Housing training seminars.
- Attend monthly Board of Director Meetings and create minutes.

Owner / President (Home based business) 2003 – Present  
We Team, Inc.

- Recruited and trained a team business building associates and product users.
- Promote teamwork and leadership.
- Promote company by participating in area expos.
- Communicate changes and updates to the team via e-mail and conference calls.
- Attend annual conference.

Volunteer / Assistant to Admin Assistant 2004 – 2007, Secretary / Board of Trustees 2005 – 2007  
First United Methodist Church

- Updating weekly reports and preparing committee packets.
- Printing of various communication pieces.
- General office duties, including data entry.
- Attend monthly Executive Board and Board meetings and write meeting minutes.
- Forecast annual operating budget and review monthly finances.
- Promote annual Stewardship Campaign.
- Develop fund raising campaigns.
- Review and update various policies.
- Prioritize organization and property needs.
- Review and vote on project bids/proposals

Assistant Front End Manager 1996 – 1999  
Albertsons

- Provide and ensure high level of customer service.      Balance money safe.
- Manage and train courtesy clerks and checkers.      Ensure store cleanliness.
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Operator I – Lead Production Operator 1989 – 1995  
NCR Corporation

- Lead team of 15 – 20 members.      Interact with various departments.
- Schedule shift production.      Perform evaluation reviews.
- Interview applicants.      Troubleshoot machines.
- Evaluate quality of finished goods.

## Computer Skills

- Microsoft Word      Microsoft Access
- Microsoft Excel      Microsoft PowerPoint
- Microsoft Outlook      Microsoft Publisher

A list of professional and personal references will be provided upon request.