



## TRACIE L. MAXWELL

### Curriculum Vitae

#### Licenses – Certifications - Designations

- **General Building Contractor, State of California** License #947508
- **Notary Public, State of California**, Commission #1900630
- **OSHA – 10 Hour Certificate** - #34-003394223
- **OSHA – 30 Hour Certificate** - #36-600957753
- **ARM** – Accredited Resident Management
- **CPM** – Certified Property Manager
- **HUD** – Rules and Regulations Committee
- **RIDFHC** – Rhode Island Drug Free Housing Committee
- **Certified Provider for Florida Department of Financial Services Continuing Education (CE)** credits for PC Agents, Brokers and Public Adjusters – Provider # 369060
- **Certified Provider for New York Department of Insurance Continuing Education (CE)** credits for PC Agents, Brokers and Public Adjusters – Provider # 102194
- **AVM Waterproofing Certified Inspector** – 2020
- **BOT-3000 Training Program and Certification** - 2021

## Professional Experience

- ***Vice President of Operations, SC Wright Group.*** – License #1053348 in California (Present)
- ***Vice President of Operations, S.C. Wright Construction, Inc.*** - management of nationwide operations and services (2015)
- ***Director of Operations, S.C. Wright Construction, Inc.*** - management of daily operations and buildings in 17 states (2010-2015)
- ***Lead Technical Assistant/Executive Assistant to Director of Operations, S.C. Wright Construction, Inc.,*** La Mesa, California (2003-2010)
- ***Senior Community Housing Manager, Preferred Property Managers,*** Ten (10) community associations in San Diego and North County (1998-2003)
- ***Regional Property Manager, United States Housing Management Group,*** 500 rental units throughout Rhode Island, Massachusetts, Connecticut and Washington DC (1995-1998)
- ***Senior Property Manager, The Simon Companies,*** 400 rental units throughout Rhode Island and Massachusetts (1990-1995)

## Memberships and Affiliations

- *American Architectural Manufacturers Association (AAMA)*
- *American Society for Testing and Materials*
  - Participating Member (Voting Member) in the following committees:
    - C11 on Gypsum and Related Building Materials and Systems
    - C14 on Glass and Glass Products
    - C16 on Insulation
    - E53 on Property Management Systems
    - G01 on Corrosion of Metals

## Education

- 1985-1986 – Business Management, Cuyamaca Junior College, El Cajon, CA

## Continuing Education

- 2014 - Asbestos Awareness – San Diego, California
- 2014 - Heat Illness Prevention – San Diego, California
- 2014 - Hazardous Compliance Globally Harmonized Systems (GHS) – San Diego, California

- 2014 - Cranes, Derricks, Hoists, Elevators and Conveyors – San Diego, California
- 2014 - Fall Protection – Ladders, Scaffolding and Openings – San Diego, California
- 2013 – Non-Harassment and Workplace Violence for Managers and Supervisors
- 2012 – Communicate with Tact and Professionalism
- 2012 – Construction Estimating Basics
- 2012 – Skills for Working Leaders
- 2012 – Strategic Interviewing
- 2011 – Preventing Workplace Harassment
- 2011 – Discrimination and Harassment Prevention for Supervisors
- 2011 – Coaching for Improvement
- 2011 – First Aid/CPR Certification
- 2010 – Priority Management
- 2010 – Delegating for Results
- 2009 – Discrimination and Harassment Prevention for Supervisors
- 2009 – Supervisor and The Law
- 2008 – Effective Employee Counseling
- 2008 – Motivating Others
- 2008 – Newly appointed Supervisor
- 1993 – IREM – Institute of Real Estate Management, Providence, Rhode Island
- 1990-1997, HUD – U.S. Department of Housing and Urban Development, Providence, Rhode Island

#### **Continuing Education/Training (CE/MCLE)**

- The Fungus Among Us (2.0 C.E. Hours)
- Water Intrusion Management Plan & The Builder (3.0 C.E. Hours)

- Residential Construction Sequencing & Water Intrusion Management (Full Version – 3.0 C.E. Hours)
- Residential Construction Sequencing & Water Intrusion Management (Condensed Version 2.0 C.E. Hours) (1.5 MCLE Hours, 2.0 & 3.0 MCLE Hours)
- Residential Construction Sequencing (2.0 C.E. Hours) (1.5 MCLE Hours)
- The Construction Defect v H<sub>2</sub>O (2.0 C.E. Hours)
- Mold or Not Mold (1.5 C.E. Hours)
- Knowing and Understanding the SB-800 Process (1.5 C.E. Hours) (1.5 MCLE Hours)