

Renee Stratton

Executive Assistant, Chabin Concepts, Inc.

Education

Feather River College, Quincy, CA

Business Administration

Quincy Jr. Sr. High School, Quincy, CA

Graduate

Professional Experience

1993 – Present, Chabin Concepts, Inc., Chico, CA

Executive Assistant

With seventeen years experience in the economic development field, She has participated in the preparation/production of enterprise zone applications, technical assistance and planning grant applications, produced local, state and federal government reports, economic development and demographic studies. She has participated in the development, implementation and analysis of: business retention surveys, land/building inventories and performed demographic/economic research.

1988 – 1993, Butte County & Tri-County EDC, Chico, CA

Administrative Assistant

Participated in the administration of economic development grants for retention and expansion programs and infrastructure improvement financing in conjunction with the Private Industry Council and other partner agencies.

Managed a rural small business incubator program for four years including coordinating completion of a state grant for infrastructure improvements and managing tenant relations; assisted in the preparation of SBA loan applications; serviced a district-wide SBA 504 loan portfolio and coordinated district conferences, workshops, press conferences and annual meetings.

1981 – 1987, PRS Head Start, Quincy, CA

Administrative Assistant

Managed the administrative office for four Head Start preschool centers and four home-based programs. Produced all forms and newsletters, menus, etc. Prepared reports to Health & Human Services Agency, managed personnel records and workers compensation program.