



SARA L. REINACHER

Marketing Coordinator

EXPERIENCE

Quigg Engineering Inc.

Collinsville, IL
02/2010 – Present

Prepare Professional Transportation Bulletin submittals. Coordinate documents for projects and materials for meetings.

Complete and submit monthly Activity Reports for Quigg Engineering Inc.'s Technical Assistance Services Contract with the Illinois Department of Transportation for QEI employees who provide assistance to DBE firms in Districts 1, 2, 3, 4, 5, 7, and 9.

Assist the President and Vice-President of Quigg Engineering Inc. with corporate documents, including but not limited to licenses, certifications, and affidavits.

Illinois Department of Transportation

Collinsville, IL
06/2008 – 11/2009

Typed and transcribed letters, memos, reports, and press releases. Assisted the Studies and Plans Section by performing reception duties. Collected and distributed mail and made copies. Helped the Mississippi River Bridge Squad. Worked in the District 8 Executive Office as a Receptionist, filling in for the District Engineer's Secretary, by answering phones, sorting and distributing mail to each Bureau/Section, typing letters, and other miscellaneous office tasks.

KTM Truck Services Inc.

Marine, IL
03/2006 – 05/2007

Answered phone calls and questions of customers and vendors. Utilized Peachtree Accounting Software in order to prepare invoices, enter payroll, and account for inventory.

Illinois Department of Transportation

Collinsville, IL
07/2004 – 06/2005

Typed and transcribed letters, memos, and reports from dictating equipment and rough drafts. Assisted the Administration Bureau by performing reception duties. Collected and disturbed mail and made copies. Helped the Human Resource Manager prepare for discipline and grievance hearings. Participated in the interviewing, selecting, and hiring process for the Department. Worked the Switchboard at IDOT District 8, answering and transferring calls from the public, greeting visitors, accepting deliveries, and other miscellaneous receptionist duties.

EDUCATION

McKendree University—Lebanon, Illinois
Master of Business Administration, December 2009
Bachelors in Business Administration—Management, December 2008

CERTIFICATIONS

FHWA NHI-142005 NEPA and Transportation Decision Making – May 2010
FHWA Section 4f Class – June 2010
Erosion Control Course – March 2011