

**Amy Dreith**  
Agren, Inc.

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**AREAS OF EFFECTIVENESS**

<b>ADMINISTRATIVE SUPPORT</b>	Provide administrative support and make travel arrangements for Agren owners. Responsible for all aspects of planning, coordinating and executing activities related to business meetings including hotel accommodations, meeting facilities, meals, transportation, and destination services.
<b>MARKETING &amp; GSA CONTRACTING</b>	Develop and implement short and long-term marketing plans. Direct marketing to Federal agencies to utilize Federal Supply Schedule. Assist in developing marketing materials including brochures and newsletters. Research and coordinate government procurement opportunities.
<b>PROJECT SUPPORT AND IMPLEMENTATION</b>	Assist with research and writing of grant applications for new projects. Execute multi-media outreach campaigns to absentee owners of agricultural land.
<b>AGRICULTURE</b>	Raised on livestock and grain farm in north-west Iowa. Owned and operated a wholesale/retail greenhouse and flower shop in Sac County. Responsible for accounts payable, accounts receivable, purchasing, marketing and managing employees.

**EMPLOYMENT BACKGROUND:**

Administrative Assistant, Agren, Inc., Carroll, IA (2008 - Present)  
Owner/Operator, Marjo Flowers and Garden Center, Sac City, IA (2000 - 2009)  
Administrative Assistant, First National Bank, Fort Collins, CO (1997 - 2000)  
Financial Planning Consultant, Morningside College, Sioux City, IA (1993-1997)

**EDUCATION:**

B.A., Business Marketing & Management, Morningside College, Sioux City, IA (1997)

**TRAINING AND CERTIFICATIONS:**

Microsoft Word, Intermediate, and Automation Features (1998 - 1999)  
Microsoft Excel, Introduction, Data Management, and Presentation Information (1999-2000)  
Microsoft PowerPoint (2000)  
Microsoft Access (2008)  
American Institute of Banking (1998 - 2000)