

STACEY L. ALRUTZ

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CERTIFICATES & FLIGHT TIME	Total Time 198		
	Private Pilot: ASEL November 2025	PIC	144
	Instrument Rating: June 2026	Cross Country	83
	Instrument Ground Instructor: September 2026	Night	7
	Third Class Medical	Instrument	35
	High Performance Endorsement	IMC	7.3
EXPERIENCE	Forestry First LLC, Lexington SC January 2023 - Present		
	Co-owner		
	- Co-manage business operations for a used logging equipment repair and resell business. - Oversee HR, payroll, employee benefits, worker's compensation and liability insurance - Audit bookkeeping accounts and coordinate tax preparation to maintain accurate financial records - Oversee administrative staff		
	Forestry First LLC, Lexington SC June 2013 - December 2022		
	Office Manager		
	- Managed accounts payable and receivables, payroll processing and account reconciliations. - Troubleshoot technical issues for office staff to maintain efficient daily operations - Created advertisements and supported company marketing - Improved workflow between departments to increase efficiency		
EDUCATION	Clemson University, Clemson SC June 2013		
	Bachelor of Science in Genetics		
COMMUNITY INVOLVEMENT	Mission Lexington, Lexington SC August 2021 - Present		
	Volunteer		
	Volunteer weekly at Mission Lexington, assisting individuals in need with essential items while providing customer service, maintaining store organization, and supporting retail operations.		
	Cola Church, West Columbia SC November 2015 - Present		
	Small Group Leader		
	Lead and mentor a small group, fostering communication, building relationships and coordinating regular meetings and community activities		
	Cola Church, West Columbia SC June 2022 - June 2024		
	Board of Directors Treasurer		
	Elected to a two year term as Treasurer, overseeing the financial operations, annual budgeting, payroll and insurance administration and hiring of administrative staff.		
	Meadow Glen Elementary PTO, Lexington SC June 2024 – Present		
	Merchandise Committee Chair		
	Lead the PTO merchandise program, creating graphic designs, sourcing vendors, managing inventory and coordinating merchandise sales at school events		
INTERESTS	PADI-Certified Scuba Diving Hiking & Outdoors Travel Reading Video Games		