Cindy Holland

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Education

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| Marylhurst University – Portland, OR | June 2011 |
| MBA in Sustainable Business – GPA: 3.8/4.0 |  |
| Eastern Oregon University, La Grande, OR  BS in Liberal Studies – GPA: 3.9/4.0 | June 2008 |
| Colorado State University, Pueblo, CO  Certificate in Paralegal Studies – GPA: 4.0/4.0 | March 2004 |

Experience

Sales Administrator

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| Oregon Resources Corporation | 2011 - Present |

* Manage domestic and international sales accounts for specialty mineral sands to include price negotiation, contracts, sales orders, and invoicing.
* Generate and maintain order tracking mechanisms and liaise with production and logistics to facilitate accurate and timely order fulfillment; schedule transport for domestic orders; logistics back up for export orders.
* Produce financial and sales forecast reports; write and maintain policies and procedures for the sales department; make domestic and international travel arrangements for sales department employees.

Receptionist

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| Hough, MacAdam & Wartnik | 2011 |

* Assemble tax returns, e-file tax returns, log all documents in and out of office, bank deposits, greet clients, answer incoming telephone calls, purchase office supplies, scan documents to computer files.

Administrative Assistant

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| Daniel J. Handran, CPA | 2009 - 2010 |

* Accounts payable and receivable, prepare audit reports, assemble tax returns, set up audit binder and perform basic audit functions, accounts payable for large client, purchase office supplies.

Programming Coordinator

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| Southwestern Oregon Comm. College | 2007-2008 |

Manage special programming in the President’s office and provide administrative support.

Review and write college procedures; Foundation and Financial Aid department event planning.

Executive Assistant

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| C&K Market, Inc. | 1995 - 2007 |

Finance Department - Prepare leases and store acquisition documents; create store manuals, forms, flyers, and coupons; monthly reconciliation of Western Union and money order accounts for all stores, plan annual manager retreat; purchase office supplies and manage corporate supply inventory and capital equipment budget for 60 locations.

Legal/HR Department - Draft leases, contracts, and legal correspondence; company liaison for customer accidents and loss prevention; conduct legal research; post all company job listings, distribute resumes, and schedule interviews; attend Board meetings and prepare corporate minutes.

* Operations Department - Draft store contracts and correspondence; make travel arrangements for employees and vendors; weekly reservation buying; plan store grand openings and pharmacy conferences; supervise office assistant and receptionist.

Secretary/Intake Tech. II

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| South Coast Business Employment Corp. | 1991 - 1995 |

* Determine eligibility for job training and education programs using complex federal guidelines; conduct testing and assessment workshops; provide administrative support.

Available for Relocation & Travel