

CYNDI JENNINGS

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Profile

Motivated, dedicated and technically skilled professional with a versatile support skill set developed through several years of experience as an administrative and business professional.

Flexible and resourceful. Thrive when provided with a challenge.

Proficient in MS office suite including Access database design.

Key Skills

| | | |
|---------------------------------|-----------------------------|----------------------------|
| Spreadsheet & Database Creation | Accounts Payable/Receivable | Exceptional Work Ethic & |
| Report & Document Preparation | Inventory Management | Customer Service |
| Project Management | Expense Reduction | Diverse Group Interactions |

Experience

University of Missouri

2001 to present

Order Entry Clerk (University of Missouri Press), 2001 to 2002

Administrative Assistant - Extension, 2002 to 2003

Business Support Specialist – Building Coordinator, 2003 to present

- Direct operation of the Animal Sciences Research Center (ASRC), including acting as contact person for users of the facility and responding to daily requests and emergencies. Supervise 1 full time employee.
- Coordinate with campus maintenance, construction and other campus departments as needed to fulfill the needs of the facility.
- Responsible for ASRC accounting such as budgeting, billing, collections and Journal Entry of user fees incurred by faculty.
- Prepare and maintain equipment, telephone, dataport and space inventories.
- Maintain current space assignment records as well as process new requests for a 130,000 square feet research, teaching and animal housing facility.
- Strive to insure that the ASRC operates as a facility with integrity and prestige to support and lead research endeavors as well as provide a positive workplace for faculty, staff and students.

Cargill, Inc.

1997-2001

Receptionist/Administrative Assistant

- Process orders and track movement of 1.7 million head of pigs per year from our nursery farms to contract producers.
- Responsible for the creation, implementation and maintenance of an automated invoicing spreadsheet used to bill producers for pigs delivered weekly.
- Support management and field staff in their daily sales and production tasks including creating and customizing daily, weekly and monthly reports.
- Receive and process customer contracts for signature. Maintain contract information in a computer database.
- Work with both internal and external customers on a daily basis to answer questions regarding producer contracts, shipment of livestock and invoicing.
- Administrator for various office equipment including copier and fax machines, as well as phone and voice mail systems.

Education

University of Missouri – Bachelor of Science in General Agriculture

1997