**Cindy M. LaPointe**14 Summer st.  
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**Career Profile**

My Objective is to find a permanent position that has potential for future career growth and advancement. In past positions I have managed a multitude of projects that required close attention to detail, vendor/contractor management; which needed to meet engineering, safety, quality, production and process specifications. Due to the nature of my past experience I am accustomed to and enjoy many working environments to include: Executive Administrative, office, shop floor, manufacturing, engineering, construction, quality, safety, customer relations and HR.

**Key strengths include:**

* Process Improvement
* Project management
* Analysis
* Organization
* Communication at all organizational levels
* Work well under pressure

**Career History**

***Human Resource Administrative Assistant, The Metropolitan District /*** Staffing Now Inc. Harford, CT, 2011 - 2011

* Administrative Assistant to Director of Human Resources and HR department
* Pulled resumes and applications from job search for requisitions
* Co-ordinated applicant testing and pre-screen interviews for potential internal and external candidates
* Scheduled exit interviews for upcoming retirees
* Created and maintained guest attendance list for years of service awards ceremony
* Maintained personnel files for active employees, retirees, inactive employees and medical files
* Answered multiline phone system
* Made badges for new employees, contractors and temporary employees
* Worked as part of a team to ensure employee requests were fulfilled
* Completed all tasks in a timely manner to satisfy customer requirements

***Project Coordinator / Technical Engineering Aide,*** Pratt & Whitney / InfoTech Software solutions, East Hartford, CT, 2007 - 2010

* Responsible for MFA, QCPC, Process Improvement activities, driving ACE initiatives to achieve ACE Silver.
* Recognized for efforts to identify best practices in visual flow to improve quality, reduce costs, increase workplace safety and streamline communication for a leaner process overall.

***Executive Administrative Asst. / Technical Engineering Aide,*** Hamilton Sundstrand/Universal Staffing, Windsor, CT 2006 – 2007

* Maintained reports to include; Project milestone report, financial waterline report, EVMS reports.
* Ran Bid room for contractor bids on pending projects.
* Responsible for approving adds and changes to standard work in the standard work tool.
* Administrative responsibilities to include; Ordering office supplies, co-ordinate office moves , calendar management, schedule meetings and maintain maintenance schedule for Plotter and Xerox machines.

***Continuous Improvement Co-Op,*** United Technologies / Pratt & Whitney - CSMC, East Hartford, CT, 2005 - 2006.

* Assistant to Cell Leader responsible for MFA, QCPC, and sustaining communication between hourly shop floor employees and supervision.
* Assisted with waste reduction initiatives and scrap reduction rates.

***Executive Administrative Assistant,*** Pratt & Whitney (Kelly Services) – Cheshire Engine Center – Executive Assistant to Continuous Improvement Manager, Cheshire, CT, 2004 - 2005.

* Participated and facilitated Kaizen Events for Process Improvements with the involvement of a Sensei.
* Directly involved with steering committee meetings and activities to drive overhaul and repair initiatives. Forecasting and planning, budgeting, and product line reporting for up to fifteen locations.

**Software Proficiency:**

* Microsoft office (all applications)
* SAP
* VISIO
* Simon Design Studio
* EHS Desk
* EVMS
* Standard work tool
* Azure
* Legacy

**Education**: *Bachelor of Science* Post University, 2007 (completed 3 years)   
- Comprehensive Major: Management - Minor: Finance

*Associate of Science,* Manchester Community College, Present