

Cindi Pierce

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Over 10 years of experience managing office functions and providing support to principals and clients. Seeking to apply my detail-oriented talents and adaptable personality to fulfill the company's needs.

Skills

- Accounting
- Well versed in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Ability to multi-task and prioritize projects
- Resourceful
- Teamwork
- Excellent communication skills with a focus on customer service

Experience

JULY 2014 - PRESENT

Principal Office and Administrative Specialist / University of Minnesota, Minneapolis, MN

Work with multiple labs and prioritize various project deadlines. Import coordinator for animals for different institutions and countries. Wide variety of responsibilities that are critical to the research.

JUNE 2008 - MAY 2014

Bookkeeper / Account Manager / The Lotus Group, Novato, CA

Bookkeeping, payroll and account management. Perform routine clerical tasks such as mailing, copying, filing, and scanning.

JUNE 2012 - JULY 2013

Software Support Specialist / Lane Community College, Eugene, OR

Maintained, updated links and entered data on the college website pages with web-editing Drupal software.

JUNE 2004 - JANUARY 2008

Benefits Administrator / Aliquant Corporation (now owned by Towers Watson), Portland, OR

Accountable for setting up and running company software to produce custom benefit forms for a variety of companies. Assisted with office shipping and the mass mailing of thousands of health benefit packets to the company's employees.

Education

JUNE 2012

Computer Network Operations / Eugene, Oregon

Licenses and Certifications:

Computer Network Security - Career Pathways Certificate - June 2012

Computer Specialist - Career Pathways Certificate - June 2012

Activities

Pyrotechnic for Hollywood Pyrotechnics, Inc. on the weekends a few times in the summer.