

# Cynthia Smith

## **Temporary assignments - Kelly Temporary Services**

Ruckersville, VA 22968

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(434) 981-1526

## Work Experience

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### **Temporary assignments**

Kelly Temporary Services

February 2015 to Present

with various and diverse organizations TE Connectivity, Micro Aire, Mangham Associates, Lendmark Financial.

- Create, organize and file training documentation and SDS
- Event planning, coordination, purchasing, and cleanup
- Filing and data entry
- Product Inspection
- Mail sorting and delivery
- Receptionist Duties - Greet and announce visitors, answer and direct calls

### **Key contact person**

Keefe Commissary Network

January 2004 to August 2015

January 2004 - August 2015

- Responsible for the leadership, management and supervision of eleven direct reports
- Time management and task coordination
- Purchasing responsibility up to a million dollars a year.
- Inventory management
- Create and analysis reports.
- Accountable for efficiencies as indicated on those reports
- Responsible for accurate timekeeping for direct reports
- Performance reviews, hiring responsibilities, motivation, coaching and counseling of employees, disciplinary actions, promotions, compensation.
- Key contact person for information and queries regarding the commissary

## Education

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### **High School Diploma**

Albemarle High School

## Skills

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INVENTORY, CORRESPONDENCE, FILING, KEYBOARDING, KRONOS

## Additional Information

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### AREAS OF EXPERTISE

Reception Duties

Filing

Keyboarding

Correspondence

Office Management

Inventory Management

Leadership

Product Inspection

CPR / First Aid Certified

Technology

Microsoft Windows

MS Office Suite (Excel, PowerPoint, Word)

Kronos Payroll System

Oracle Inventory System