

Scientific & Regulatory Consultants, Inc.

CINDY BEINEKE

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PROFESSIONAL SUMMARY

Hard-working, focused, and customer driven professional concentrating on state registrations.

Areas of Expertise:

- ◆ State Pesticide Registration
- ◆ Attention to detail
- ◆ Detailed label reviews
- ◆ Supervisory & Management Experience

PROFESSIONAL EXPERIENCE

SCIENTIFIC & REGULATORY CONSULTANTS, INC., Columbia City, IN 2008-present

State Registrations Consulting Assistant

- Prepare and submit initial state product registration paperwork
- Process state registration renewals
- Review product labeling
- Maintain database programs
- Ensure timely preparation of state registrations

FREELANCE PHOTOGRAPHER, Fort Wayne, IN 1993-present

Self-employed

- Orchestrate wedding, commercial, and portrait photography
- Book photo shoots
- Compose photographic shots
- Meet customer deadlines

FORT WAYNE CARDIOLOGY, Fort Wayne, IN 2004-2008

Medical Coder

- Code using CPT and ICD-9 guidelines
- Interpret catheterization and peripheral reports
- Accurately code by insurance requirements

COMMUNITY CENTER, Fort Wayne, IN 2000-present

Photography Instructor

- Design and implement class curriculum for students
- Instruct students in photography skills, techniques, and cameras
- Use computer technology to illustrate camera editing possibilities

FORT WAYNE NISSAN, Fort Wayne, IN 2003-2004

Accounts Payable/Receivable

- Responsible for month end reconciliation
- Initiate telephone contact with customers on past due accounts
- Maintain accounts receivable and payable files

NORTH AMERICAN VAN LINES, Fort Wayne, IN 2002-2003

Paid Performance Worker

- Examine and audit semi-drivers' logs, mile, and fuel documents
- Evaluate and correct reports by deadline dates

PEANUTS, FOOD, AND SPIRITS, Fort Wayne, IN 2001

Office Manager

- Responsible for all financial reconciliations
- Maintained inventory control for all food and beverage stock
- Executed bartend/waitress duties as needs required

HENRIS PHOTO, Fort Wayne, IN 1998-2001

Manager

- Designed, implemented, and created studio and location photography for clients
- Color, black & white printing and developing
- Photographed sports, portraiture, events, and weddings for schools and clients
- Responsible for customer relations, office management, and billing
- Unitized Adobe Photoshop for photograph restoration

AGS&R COMMUNICATIONS, Fort Wayne, IN 1994-1999

Freelance Photographer

- Black & white printing, developing, and commercial photography
- Assisted photographer with location shoots
- Finalized projects on time and under strict deadlines

YWCA WOMEN'S SHELTER AGAINST DOMESTIC VIOLENCE, Fort Wayne, IN

1996-1998

Children's Advocacy Aide

- Developed and implemented programs and activities for youth escaping domestic violence
- Interviewed and registered incoming women and children needing shelter
- Served as a mentor for children during their stay with the program

VIRTUAL REALITY, Fort Wayne, IN

1995-1996

Assistant Manager

- Hired, trained, and supervised three employees

RITZ CAMERA, Fort Wayne, IN

1993-1995

Assistant Manager/Key Lab Technician

- Assisted manager with employee hiring, lab training, and scheduling for twelve team members
- Served as acting manager for three other store locations as needed
- Completed extensive training on various cameras, films, lab maintenance printing, and machine repair
- Received "Lab of the Year" award for overall lab performance
- Increased sales revenue by \$2,500 for 1994 and 1995

EDUCATION

Associate of Science, Purdue University, Fort Wayne, IN 1998

Diploma in Medical Coding Specialist, Indiana Business College, Fort Wayne, IN 2004

PROFESSIONAL AFFILIATIONS & CERTIFICATIONS

Fort Wayne Backyard Photography Club

CORPORATE PROFESSIONAL AFFILIATIONS

American Chemistry Council (ACC)
British Association for Chemical Specialties (BACS)
Consumer Specialty Products Association (CSPA)
International Association for Food Protection (IAFP)
International Sanitary Supply Association (ISSA)
National Spa & Pool Institute (NSPI)
Personal Care Products Council (PCPC; formerly CTFA)

PROFESSIONAL DEVELOPMENT

REGULATORY CONFERENCES, SEMINARS AND TRAINING

CSPA

To amend or not to amend? Will someone please explain PR Notice 98-10 to me!; 10/09
Mid-Year Meeting; 05/09

West Coast Quality Training Institute

“Practical Approach” seminar; Advanced GLP Issues; 07/09
“Practical Approach” seminar; Introduction to Good Laboratory Practice Regulations; 07/09

International Sanitary Supply Association

Trade Show; 10/09

Executive Conferences

Validation and Performance Testing of Antimicrobial Technologies; 06/09

Regulatory Affairs Professional Society (RAPS)

Recall or Not to Recall; 02/09

APIC

Antimicrobial Associated Risk and Clostridium difficile; 12/08
The Latest from the Centers for Disease Control and Prevention on Clostridium difficile; 12/08
Clostridium difficile Prevalence Research Highlights; 12/08

Wright Alliance

Biocide Product Directive and REACH; 08/08

OTHER PROFESSIONAL CONFERENCES, SEMINARS AND TRAINING

Gladieux Consulting

Powerful Presentation & Verbal Communication Skills; 05/09
What Your Words Say About You and Your Team: Business Writing; 04/09

McVey Seminars

Specialty Coding & Insurance Billing Specialist; 01/06

APC Payment Insider, a Division of UCG

Cardiology and Interventional Billing; 10/05