

Scientific & Regulatory Consultants, Inc.

PEGGY ZOOK

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PROFESSIONAL SUMMARY

Responsible for business aspects of our dynamic work environment including finances, legal, scheduling, procurement, and organization. Over eighteen years experience in filing of state and federal EPA registrations. Creative, multi-task oriented, excellent oral and written communication skills.

Areas of Expertise:

- ◆ State & Territory Pesticide Registrations
- ◆ Federal Pesticide Registrations
- ◆ Negotiating with State Regulators
- ◆ Management of Registration Fees

PROFESSIONAL EXPERIENCE

SCIENTIFIC & REGULATORY CONSULTANTS, INC., Columbia City, IN 2000-present

Office Manager (2000-Present)

Responsible for coordinating employee benefits, conducting interviews and processing hiring/termination of employees. Organize employee activities/meetings. Additional responsibilities include: payroll, accounts receivables/accounts payables, invoicing, coordinating contracts/service agreements, maintaining office equipment/computers, processing state registrations, EPA submissions, and assisting consultants with client projects.

PHILLIP L. GAUNTT & ASSOCIATES AUCTIONEERING, LaFontaine, IN 1981-present

Associate

Assist with setup and display of personal property items, take bids, ring clerk, and manage accounts receivables in a fast paced environment. Also prepare power point presentations and clerk land auction sales.

Human Resources/Administrative Assistant (1997-2000)

Responsible for coordinating employee benefits, disability, and affirmative action programs as directed by corporate headquarters for a workforce of 120 associates. Conducted interviews and processed hiring/termination of employees. Organized employee activities/meetings. Maintained safety/training records of associates and assisted with worker compensation claims/reports. Additional responsibilities included assisting top level management with projects and reports.

Awarded Ecolab Operations Award of Excellence for exemplary customer service, total quality, and team work.

Regulatory Assistant (1995-1996); lateral move

Coordinated yearly state registrations, EPA, USDA, and FIFRA submissions, in-house labeling, and material safety data sheets. Maintained Lotus, Data Base, and WordPerfect programs.

Group Leader (1991-1994); promotion

Coordinated daily work, projects, and distributed among secretarial and customer service staff in addition to duties held as Senior Customer Service Representative/Confidential Secretary.

Senior Customer Service Representative/Confidential Secretary (1989-1991); promotion

Liaison with sales and marketing, shipping, warehouse, branch plants, sales representatives and customers. Primary contact for order placing, inquiries, complaints, product information, returns, and credits in addition to previous duties as Confidential Secretary.

Confidential Secretary (1987-1989)

Responsible for daily mail, telephones, computer data entry, letters, price quotations, bids, budget information, EPA registrations/subregistrations, USDA registrations, Data Call-In, price lists, Material Safety Data Sheets, and maintaining artwork.

Communication Secretary (1985-1986)

Typed, proofread, and coordinated artwork updates (brochures, pamphlets, business cards, sales sheets, technical data sheets, goodwill items, etc.) internally and through print vendors. Obtained quotations for print jobs and coordinated purchase and lead times of artwork with Communications Director. Also assisted Marketing Department with marketing plans, price lists, correspondence, etc.

EDUCATION

Associate Degree in Secretarial Science, Manchester College, North Manchester, IN 1985

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

New York State Department of Environmental Conservation

Pesticide Product Registration Workshop, 06/06

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
Better Business Writing, 05/06
Powerful Presentation Skills, 08/02
Better Business Writing/Documentation, 08/02
Time Management, 08/02

Rockhurst University Continuing Education Center

Collecting Accounts Receivables, 12/06

Real World Training

Mastering Quickbooks Software, 04/01

Council on Education in Management

Personnel/HR Assistant Seminar, 06/98