

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 17 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.

ECOLAB/HUNTINGTON LABORATORIES, INC., Huntington, IN 1985-2000

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

CORPORATE PROFESSIONAL AFFILIATIONS

- British Association for Chemical Specialties (BACS)
- Chemical Specialty Products Association (CSPA)
- Cosmetic Toiletries Fragrance Association (CTFA)
- International Association for Food Protection (IAFP)
- International Sanitary Supply Association (ISSA)
- National Spa & Pool Institute (NSPI)

PROFESSIONAL DEVELOPMENT

Gladieux Consulting	Better Business Writing May 2006. Powerful Presentation Skills, August 2002 Better Business Writing/Documentation, August 2002 Time Management, August 2002
New York State Department of Environmental Conservation	Pesticide Product Registration Workshop, June 2006
Rockhurst University Continuing Education Center	Collecting Accounts Receivables, December 2006
Real World Training	Mastering Quickbooks Software, April 2001

**Council on Education in
Management**

Personnel/HR Assistant Seminar, June 1998