

Cynthia L. Scott

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Objective

Provide writing, communication, and organizational skills in support of a nonprofit or philanthropic agency whose mission is to ensure that struggling high school students graduate with enough skills and confidence to go on to college.

Experience

July 31, 2007, to February 21, 2020

Registrar Services | Indiana University-Purdue University Columbus

Created Microsoft Access databases and Excel workbooks to improve processes such as assigning courses to classrooms, managing commencement planning, and certifying veteran course loads to the Veterans Affairs department. Created custom data gathering forms to facilitate registrar office processes. Mastered key functions of university data systems to update student records relating to degrees, grades, names, addresses, enrollment, and transcripts.

October 2, 2002, to April 23, 2007

Logistics Plans Specialist | National Guard Bureau, Washington D.C.

Managed a mobility equipment program (War Reserve Materiel) for 89 units of the Air National Guard by monitoring status reports, presenting seminars, communicating with state units, and rewriting an Air Force manual on the subject. Served as Security Manager for one suborganization of the NGB, overhauling procedures and assisting with setup of a new secure vault area. Served as computer equipment inventory manager for the same organization.

Education

- Bachelor of General Studies, Indiana University-Purdue University Columbus, December 2011. Minor in Creative Writing. Honor graduate with 4.0 GPA.
- Bachelor of Arts in Literature, Indiana University-Purdue University Columbus, anticipated in December 2022.

Communication

2007-2021: Presented topical how-to seminars at philatelic conventions of the American First Day Cover Society.

2003: Presented education, process instruction, and requirements updates concerning War Reserve Materiel at 13 different Air Force conferences across the United States.

1996-2011: As Complaints & Ethics chair for the American First Day Cover Society, wrote investigative, diplomatic, and conciliatory letters to complainants and plaintiffs to assist in resolving their vendor/buyer differences.

Leadership

American First Day Cover Society:

- 1996-2011, Complaints & Ethics Chair
- 2002-2008, Exhibits Chair
- 2004-2006, AMERICOVER (convention) Chair
- 1994-2009, Board of Directors
- 2007-2009, Recording Secretary
- 2008-2011, Assistant to AMERICOVER Chair
- 2019-Present, Board of Directors Chair

Unitarian Universalist Congregation of Columbus Indiana

- 2009-2010 Secretary, Board of Trustees
- 2011-2013 Treasurer
- 2021-Present, Worship Associate

Awards

Indiana University-Purdue University Columbus

- 2012 School of Continuing Studies Outstanding Graduate
- 2018-2019 Staff Council Service Award
- 2021-2022 Outstanding Student in English

American First Day Cover Society

- 1989, 1998, 2010 Glen C. Michel Special Recognition
- 2004 Distinguished Service Award

References

[Available upon request.]