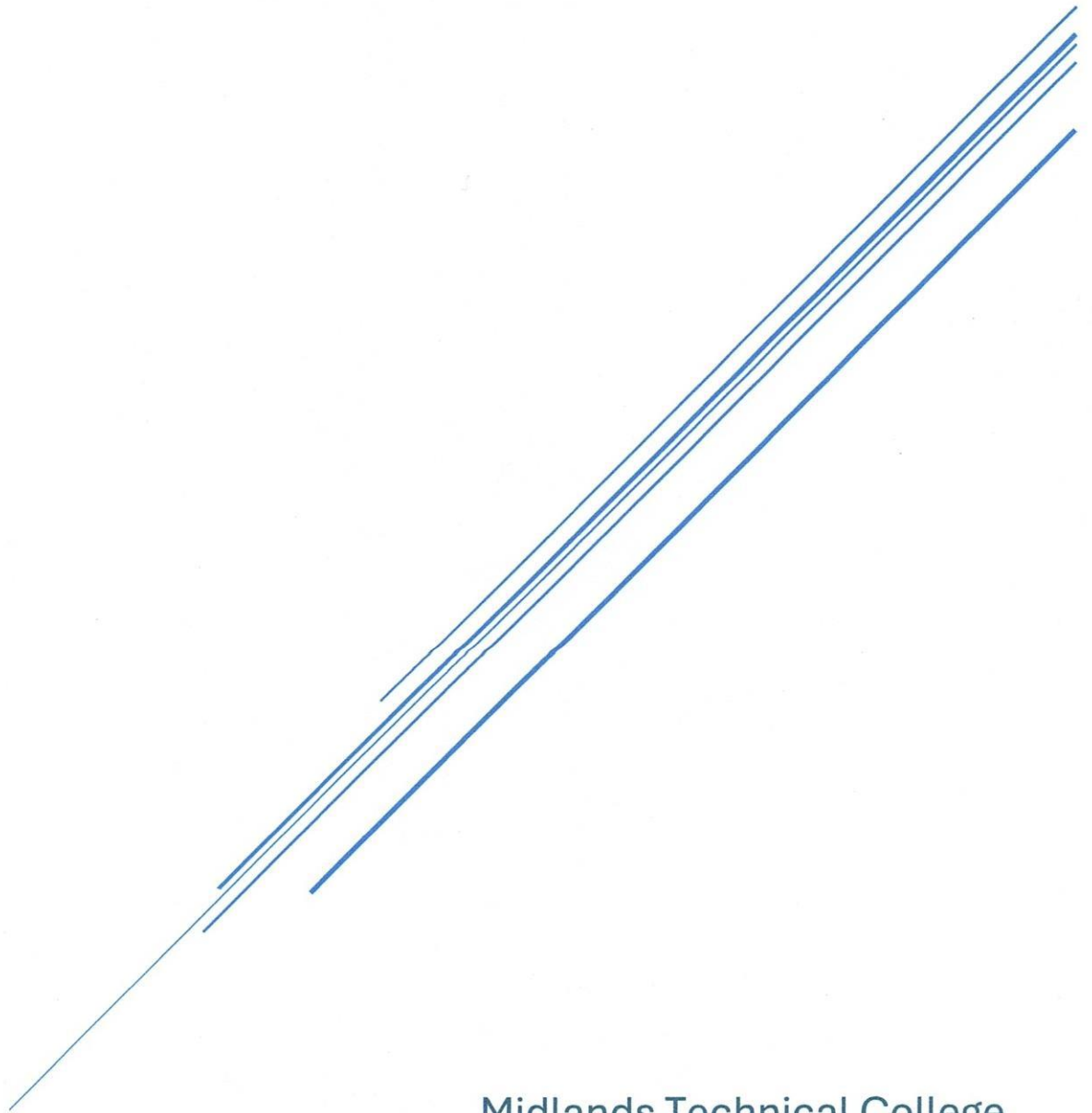


CAREER PORTFOLIO

Cynthia Wills



Midlands Technical College
AOT-133-I01

Cynthia Wills

Administrative Assistant

Contact

16 Red Cedar Drive
Columbia, SC 29229
8032617423
Harcynth1@yahoo.com

Education

Briarcliffe Business College
Lynbrook, NY
AD Executive Secretary
GPA 3.9

Midlands Technical College
Columbia, SC
GPA 3.9

Key Skills

Excel
Access
PowerPoint
Document Production
Planning
Consolidating shipments
Submitting Doctor's orders
Assisting medical record
Bookkeeping

Objective

As an Administrative Assistant, I will run a home office for my husband's small business. I am not currently looking for an outside position. My primary objective for my home office is to help run Wills Distributing, LLC.

Experience

January 2001-November 2018
Advent Health, Hendersonville, NC | Unit Clerk

July 1995-January 2001
Eckler Farms, Rutherfordton, NC | Office Assistant

January 1993 -July 1995
Hospice of Rutherford County | Receptionist

September 1992- January 1993
Mays Rest Home, Forest City, NC |Receptionist

February 1991- January 1993
New York Express Import/Export, Inwood, NY
Receptionist/Bookkeeper

Responsibilities include overseeing daily operations, managing offices, ensuring vendors are paid, and doctors' orders submitted. Financial data compliance by maintaining accurate books. These are just a few tasks that I was responsible for throughout my work career.

Communication

Helped with training when new technology was set up in New York Express. Ensured smooth imparting of information and records between medical records and psychiatric unit.

References

Leroy Wills
16 Red Cedar Drive
Columbia SC, 29229
Manager Wills Distributing
803-479-0212
Harcynth1@yahoo.com

Sarah Maull
4 Thornwood Court
Arden NC 28704
404-271-4407
Social Worker/Counselor
Advent Health
mopheadsmom@gmail.com

Cynthia A. Will
Columbia, SC 29229
803-261-7423

harcynth1@yahoo.com
www.linkedin.com/in/cynthia-wills

March 8, 2024

Leroy Wills
Manager
Wills Distribution
16 Red Cedar Drive
Columbia, SC 29229

Dear Mr. Wills:

I am writing to express interest in the Administrative Assistant position at Wills Distribution. With over ten years of professional administrative experience and a solid service-oriented approach, I am confident I can contribute to your company's success.

Please find below a comparison of your job requirements and my qualifications:

Your Requirements

Manage Home Office

Collaboration with external entities

Team player

My qualifications

I possess excellent verbal and written communication skills and I am comfortable communicating with individuals at all levels of an organization. As an administrative assistant, I understand it is essential to relay important information to team members and serve as a liaison between the company and external contacts.

I am highly collaborative. I enjoy working with others and thrive in team settings. As an administrative assistant, I recognize the importance of collaborating with other team members to ensure the smooth functioning of daily operations.

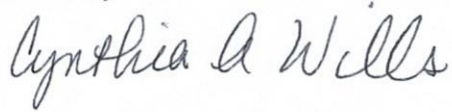
I am a natural team player and believe individual success is on the team's success. I am dedicated to ensuring the team achieves its goals and will work hard to contribute to an environment fostering teamwork.

Bookkeeping

I have worked as a bookkeeper for many years, and I am experienced with the latest programs such as QuickBooks and Microsoft Dynamics.

I am excited to discuss my qualifications and your job requirements and will follow up with you in a few days. I appreciate your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Cynthia A Wills". The signature is written in dark ink and is positioned above the printed name.

Cynthia A. Wills

April 3, 2024

Brian Grant, Manager
Human Resource Recruiter
Bowhead Companies UIC
6564 Loisdale Court
Suite 900
Springfield, VA 22150

Dear Brian Grant:

Thank you for providing me with the opportunity to interview for the Administrative Assistant position with ID 2024-20424. I appreciated the chance to ask questions and your patience in answering them. The interview was informative, and I gained a better understanding of the culture of the Bowhead family of companies.

I am excited and eager to join this prestigious organization and believe that my qualifications are a good fit for the role. Thank you once again for your time and consideration.

Best Regards,



Cynthia Wills
16 Red Cedar Drive
Columbia, SC 29229

Enclosure

To Whom it may concern,

I am writing this letter of recommendation for Cynthia Wills for the administrative assistant position. I worked with Cynthia while at Park Ridge Hospital (now known as Advent Health) in Hendersonville, NC. We worked together for about eight years. During this time she was very attentive to our clients and a wonderful team player. She is a good worker and goes above and beyond when the need arises. She also is a "problem solver" and will think outside the box to try to find solutions to issues at hand. She is conscientious about doing what is right and has a good work ethic. Cynthia is respectful and is "old school" where she is true to her word. She also was always on time if not early when coming into the hospital. I believe she will be a wonderful candidate for this position.

Sincerely,

Sarah Maull

Sarah.maull@adventhealth.com

April 4, 2024

Dear Sir or Madam,

I am writing to recommend Cynthia Wills for the position of administrative assistant. Cynthia is a dedicated and conscientious individual who possesses excellent attention to detail and organization skills, as well as an ability to multitask. She is a team player who prioritizes the task at hand and always goes above and beyond to ensure important projects are completed successfully.

I have known Cynthia for fifty years and have worked with her on various church and community action events. Her character and values speak for themselves, and she has always been there in a pinch when needed.

I highly recommend Cynthia for the administrative assistant position and believe she would be an asset to your team.

Sincerely,

A handwritten signature in black ink, appearing to read "P. Jeter", with a stylized flourish at the end.

Phyllis Jeter
JeterP.NCCenter.org

Student Employment Services

MOCK INTERVIEW

Participant Name Cynthia Wills	Interviewer Ronald V. Davis	Date 01/19/24
Desired Company Wills Distribution	Desired Position Office Administrative Assistant	

Instructions: Place a check mark in the box to the left of each question that is asked by the interviewer. Place a (✓) for "yes" if the participant met the criteria, an (X) for "no" if the criteria was not met, or leave blank if "not applicable". Include specific comments in the Summary Comments section.

Categories/Questions	Criteria
About You/First Impression Tell me a little about yourself.	✓ Answered Question ✓ Strong eye contact ✓ Appropriate attire ✓ Firm Handshake ✓ Neatness ✓ Smile □ Highlighted how he/she is a good fit professionally ✓ Brought resume
About Company/Position ✓ What do you know about our company and why do you want to work here? □ What do you know about the position?	Cynthia Wills gave a excellent overview of your professional career and how it has prepared her for her current career path. □ Answered Question □ Clearly researched company ✓ Realistic expectations and understanding of the position ✓ Positive attitude towards company ✓ Understands importance of the position
Knowledge of Self ✓ What is your greatest weakness? ✓ What is your greatest strength?	The student is very knowledgeable about the business in which is apart of with her husband. Weakness: □ Answered Question ✓ Appropriate example of weakness ✓ Explained how improved on weakness Strength: □ Answered Question ✓ Appropriate example of strength
Former Employer ✓ How would your former supervisor describe you? □ How would you describe your former supervisor?	Former supervisor description: □ Answered Question ✓ Spoke positively about former employer □ Spoke poorly about former employer Describe former supervisor: □ Answered Question ✓ Provided a positive answer □ Spoke poorly about former employer
Salary Expectation □ What do you expect for a starting salary?	✓ Answered Question □ Researched salary for position/industry □ Provided salary range □ Appropriately deflected question back to employer N/A
Accomplishments ✓ How did you contribute to your last job and what were the major accomplishments?	✓ Answered Question ✓ Provided examples/stories ✓ Highlighted major accomplishments
Career Plans ✓ Why are you changing jobs/careers? □ Why did you choose to go into this field?	Changing jobs: □ Answered Question ✓ Explained desire for new opportunities and challenges Field choice: □ Answered Question ✓ Explained interest in this field □ Goals explained ✓ Displayed realistic ambition

Challenges		Criteria	
☐ Have you ever been fired? ☐ Explain your gaps in employment.		Fired: ☐ Answered Question ☐ Answered clearly and briefly ☐ Showed what was learned Gaps: ☐ Answered Question ☐ Discussed decisions and focused on skills ☐ Illustrated growth during gap ☐ Briefly and appropriately explained personal issues (if applicable)	
		1 = yes X = no blank = not applicable	
Decision Making ☐ Tell me about a time when you have learned from a mistake. ☒ Give me an example of how you handled a stressful situation in your last position. ☐ How do you make important decisions?	☐ Answered Question ☒ Good examples/stories ☐ Explained what was learned from past mistakes and how that knowledge was applied ☒ Showed flexibility and adaptability ☒ Demonstrated ability to work well under stress ☒ Highlighted ability to prioritize and problem solve		
Time Management ☒ Tell me about a time when your course load was heavy. How did you complete all your work? ☐ Provide an example of how you dealt with a period of work overload.	☐ Answered Question ☒ Provided relevant example ☒ Displayed ability to prioritize ☒ Displayed effective use of time		
Team Player ☒ Describe a time when you took a leadership role. ☐ Give me an example when you worked as part of a team to accomplish a goal. What was the outcome?	Leadership role: ☐ Answered Question ☒ Revealed willingness to take the lead on a project ☐ Revealed positive contribution ☒ Leadership style highlighted Part of a team: ☐ Answered Question ☒ Described fit in a team setting ☐ Revealed positive contribution to the team The student work well as a team member and has the ability help others reach their goals.		
Customer Service/Problem Solving ☒ Tell me about a time you had to deal with a difficult customer or co-worker. How did you resolve the situation?	☐ Answered Question ☒ Clearly explained steps taken to resolve the situation ☒ Revealed positive response ☐ Indicated if the situation was resolved		
Why you ☒ Why should I hire you?	☐ Answered Question ☒ Clearly articulated what you will do for the company		
Closure ☒ Do you have any questions for us?	☐ Asked question(s) ☒ Asked appropriate questions ☒ Demonstrated knowledge ☒ Spoke clearly ☐ Showed a genuine interest		
Add-on Questions			
Self-Evaluation ☒ How do you think you did in the mock interview?		☒ Hire (Yes, I should be hired.) ☐ Maybe Hire (I do not know if I should be hired.) ☐ Do Not Hire (No, I should not be hired.)	

N/A

Summary Comments
(Note Strengths, Areas for
Improvement and General
Thoughts)

Cynthia Wills noted that good organization skills are very important to her and she will work hard to bring them to her current profession.

RESEARCH JOB OPENINGS

Site/Location	Date of Search	Search Terms	# of Job Openings	Helpful Y/N
UIC Bowhead Family of Companies, VA	02/24	Administrative Assistant	7 just in this section	Y
Ukpeagvic Inupiat Corporation, Alaska	02/24	Administrative Assistant	4	Y
Bowhead, Falls Church, VA	02/24	Assistant	13	Y
Shaw AFB, SC	02/24	Assistant	4	Y
Shaw AFB, SC	02/24	Assistant	4	Y

ASSESSMENT OF FIVE JOB OPENINGS

	Job #	Job Title	Skills and Qualifications	Work Experience	Other Job Requirements
Bowhead UIC	2024-20479	Executive Assistant	Excel Access Word Micro Team	5 years professional	Security clearance lift 10-15 lbs
Bowhead UIC	2024-20424	Administrative Assistant	Excel Access Word Micro Team	5 years professional	Security clearance lift 10-15 lbs
Bowhead UIC	2024-19945	Administrative Assistant	Excel Access PowerPoint Word Outlook	5 years professional	Security clearance lift 25 lbs
Bowhead UIC	2024-19944	Sr. Admin Assistant	Excel Word Powerpoint Access	10+ years	Top Secret Security clearance lift 25 lbs
Wills Distribution		Office Administrator	Run a Home Office		

Questions Employers May Ask

Tell me about yourself.

I am a retired unit clerk from the medical field. However, I did not want to stop learning and growing, so I returned to college and gained new skills. I have two children and five grandchildren. Over the years, I have developed strong communication, collaboration, and technical skills that would be valuable in this organization.

Tell me about one of your weaknesses.

One of my weaknesses is that I may take on too much, but I always get the job done because one of my strengths is multitasking.

What are your strengths?

Through my experience working alongside doctors, nurses, patients, and their families for several years, I have developed collaboration, communication, and customer service skills.

What motivates you?

My motivation to be my best self comes from my grandchildren. I want to teach them that satisfaction comes from hard work and that age, disabilities, and circumstances shouldn't hold you back from achieving your goals.

What was one of the most difficult decisions you have had to make?

Retirement was a difficult but necessary decision after 30 years in a hospital setting. Although I used my clerical, communication, and organizational skills, I wanted to utilize them in a new way.

Why should I hire you?

Based on the position's requirements and qualifications, I am the perfect candidate because of my years of experience and expertise. I am a team player who is highly productive and derives satisfaction from the success of the team. I am proficient in using all the latest versions of computer applications, such as Word, Excel, Access, and PowerPoint. After researching your organization's values and reputation in the community, I want to dedicate my time and skills to this company. I am a patriot and proud to support my country. The fact that Bowhead supports our military and other entities in the government has impressed me.

Cap1 Inventory

4/6/2024

Item ID	Item Name	Cost	Category	Sport	Supplier ID
106556	Fingerless Gloves	\$12.09	Socks and Gloves	Biking	SUPP-01
114564	Bite Rite	\$69.95	Shoes	Biking	SUPP-11
114568	Vented Explorer	\$34.78	Hats	Hiking	SUPP-04
117895	Celerater Boots	\$105.95	Shoes	Hiking	SUPP-01
145622	Tie Breaker T-shirt	\$39.55	Tops and Tees	Fitness	SUPP-03
145689	Ultra Bibs	\$60.89	Shorts	Biking	SUPP-10
146553	K Face Jacket	\$122.95	Jackets	Hiking	SUPP-02
146689	Women's Snow Pants	\$85.65	Pants	Skiing	SUPP-06
156899	Elite Jazz Shorts	\$99.98	Shorts	Biking	SUPP-07
305565	Cycling Shorts	\$11.59	Shorts	Biking	SUPP-06
446275	XXT Trainer Boots	\$95.75	Shoes	Hiking	SUPP-11
456983	E-motion Shorts	\$44.95	Shorts	Fitness	SUPP-05
465894	Fleece Hoodie	\$39.95	Jackets	Biking	SUPP-09
465899	Gripper Gloves	\$21.55	Socks and Gloves	Skiing	SUPP-06
480782	Trail Sandals	\$29.95	Shoes	Hiking	SUPP-08
732568	Granite Divide Coat	\$128.35	Jackets	Skiing	SUPP-06
732589	Super Nova Shoes	\$90.95	Shoes	Fitness	SUPP-03
756897	Ski Gloves	\$29.99	Socks and Gloves	Skiing	SUPP-07
765589	Beach Water Shoes	\$49.95	Shoes	Fitness	SUPP-03
772569	Cargo Lights	\$23.95	Shorts	Biking	SUPP-01
778952	Cargo Shorts	\$36.45	Shorts	Biking	SUPP-09
793256	Fundamental Woven Stretch Shorts	\$45.65	Shorts	Fitness	SUPP-04
795622	Pedal Fast Shoes	\$155.95	Shoes	Biking	SUPP-05
796895	Down Full Parka	\$229.95	Jackets	Hiking	SUPP-10
989655	Men's High Top Shoes	\$68.46	Shoes	Hiking	SUPP-08

Cap1 Average Cost by Category

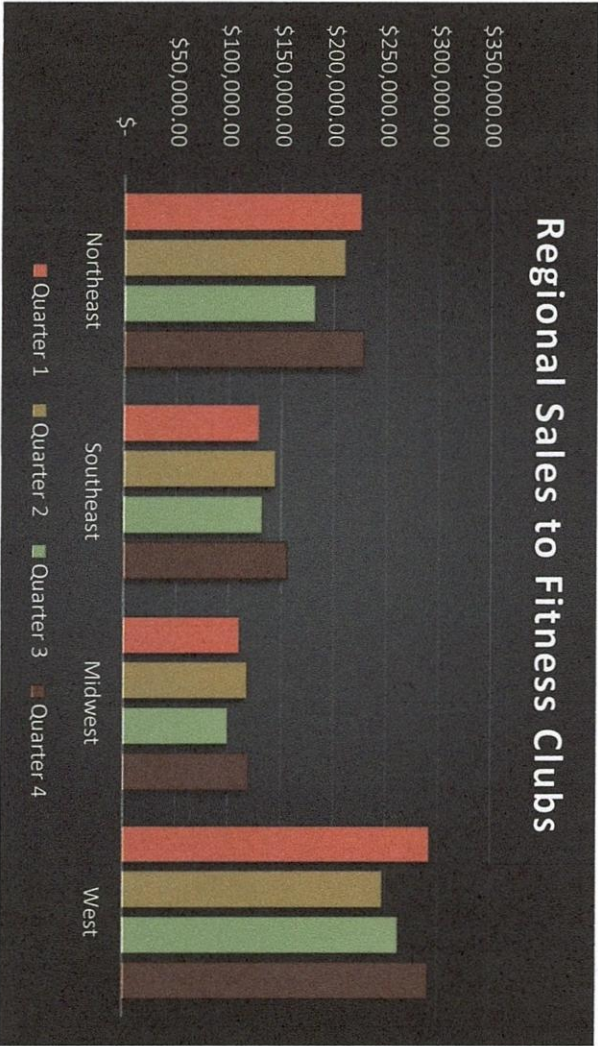
Category	Sport	Cost
Hats		
	Hiking	\$34.78
	Avg	\$34.78
Jackets		
	Biking	\$39.95
	Hiking	\$229.95
	Hiking	\$122.95
	Skiing	\$128.35
	Avg	\$130.30
Pants		
	Skiing	\$85.65
	Avg	\$85.65
Shoes		
	Biking	\$155.95
	Biking	\$69.95
	Fitness	\$90.95
	Fitness	\$49.95
	Hiking	\$68.46
	Hiking	\$105.95
	Hiking	\$95.75
	Hiking	\$29.95
	Avg	\$83.36
Shorts		
	Biking	\$23.95
	Biking	\$60.89
	Biking	\$11.59
	Biking	\$99.98
	Biking	\$36.45
	Fitness	\$44.95
	Fitness	\$45.65
	Avg	\$46.21
Socks and Glo		

Category	Sport	Cost
	Biking	\$12.09
	Skiing	\$29.99
	Skiing	\$21.55
	Avg	\$21.21
Tops and Tees		
	Fitness	\$39.55
	Avg	\$39.55

Pro Fit Marietta

Regional Sales to Fitness Clubs

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total	% of Total Sales	Trend
Northeast	\$ 225,684.50	\$ 210,760.45	\$ 181,555.32	\$ 228,634.85	\$ 846,635.12	28.67%	↗ ↘ ↗ ↘ ↗
Southeast	128,698.12	144,465.29	132,106.81	155,874.75	561,144.97	19.00%	↗ ↘ ↗ ↘ ↗
Midwest	110,985.45	118,674.91	100,548.50	120,621.17	450,830.03	15.26%	↗ ↘ ↗ ↘ ↗
West	292,416.67	247,941.48	262,774.12	291,698.99	1,094,831.26	37.07%	↗ ↘ ↗ ↘ ↗
Total Sales	\$ 757,784.74	\$ 721,842.13	\$ 676,984.75	\$ 796,829.76	\$ 2,953,441.38		



In the Money

Monthly Newsletter

Issue 9

Creating a Budget—and Sticking to It

A budget is a tool for reaching your financial goals. You create a budget to compare the amount of money you expect to make each month with the amount of money you expect to spend each month. Your budget can tell you whether you can afford a new car or stop working part-time on the weekends, for example. Creating a budget involves five general steps.

1. Determine Your Income

Calculate your average net monthly income. This step might be as easy as looking at your paycheck.

If you work part-time or earn income irregularly, take the average of your last 6–12 months of net income, the amount you earn after taxes.

2. Choose a Budgeting Plan

A budgeting plan accounts for your needs, wants, and savings for emergencies and the future.



Determine income



Choose a plan



Track progress



Automate savings



Adjust regularly

The 50/30/20 budget is a popular plan. With this plan, you can spend 50 percent of your income on necessities such as rent and groceries. Spend up to 30 percent on wants, such as entertainment, and spend at least 20 percent on savings and debt repayment.

3. Track Your Progress

Record your income and expenses in a spreadsheet using a budget template. You can also use an online budgeting and savings tool.

4. Automate Your Savings

Take the sting out of setting 20 percent of your income aside for savings each month by automating the allocation. Many banks and online accounts offer an automated tool to transfer funds from checking to savings, for example.

5. Adjust the Budget

When your income, expenses, or priorities change, revisit the budget and adjust the numbers.

Financial experts say that following the 50/30/20 plan allows you to manage debt, splurge occasionally, handle unexpected expenses, and retire comfortably.

Keep track of your budget at least once a week even if nothing changes. That way, you'll always have a good idea of your financial health.





Ten Characteristics of a Professional

In the workplace



What is a Professional?



- A professional is one who exhibits a high level of competency in work or service.
- He is reliable and dependable.
- He handles constructive criticism and grows from it.
- He is a critical thinker and a decision maker.
- He is trained and he has the traits, and skills to do the job.

Videos

30 Second commercial



Presentation1.mp4

PowerPoint Presentation



Technology for All
Students.pptx

Collaboration with classmates



Project Final Podcast (1) (2).mp3

Mrs. Cynthia A. Wills
16 Red Cedar Dr
Columbia SC 29229-9049

ID Number: 0851611

Birth Date: 11/11/XX

Birth Name:

Course	Title	Grd R	Hrs Att	Hrs Cmp	Hrs Gpa	Grade Points	Course Dates
AOT 105	Keyboarding	A	3.00	3.00	3.00	12.00000	08/22/22-12/15/22
AOT 161	Records Management	B	3.00	3.00	3.00	9.00000	08/22/22-12/15/22
PHI 115	Contemp Moral Issu	A	3.00	3.00	3.00	12.00000	08/22/22-12/15/22
2022FA Totals:			9.00	9.00	9.00	33.0000	GPA = 3.6667
Cumulative Totals:			9.00	9.00	9.00	33.0000	GPA = 3.6667
AOT 110	Document Formattin	A	3.00	3.00	3.00	12.00000	01/09/23-05/03/23
ENG 101	English Comp I	A	3.00	3.00	3.00	12.00000	01/09/23-05/03/23
MAT 155	Contemporary Mathe	A	3.00	3.00	3.00	12.00000	01/09/23-05/03/23
PSY 201	General Psychology	A	3.00	3.00	3.00	12.00000	01/09/23-05/03/23
2023SP Totals:			12.00	12.00	12.00	48.0000	GPA = 4.0000
Cumulative Totals:			21.00	21.00	21.00	81.0000	GPA = 3.8571
AOT 134	Office Communicati	A	3.00	3.00	3.00	12.00000	05/15/23-08/07/23
ENG 165	Prof Communication	A	3.00	3.00	3.00	12.00000	05/15/23-08/07/23
2023SU Totals:			6.00	6.00	6.00	24.0000	GPA = 4.0000
Cumulative Totals:			27.00	27.00	27.00	105.0000	GPA = 3.8889
COL 101	College Orientatio	A	1.00	1.00	1.00	4.00000	06/12/23-08/07/23
2023SU8 Totals:			1.00	1.00	1.00	4.0000	GPA = 4.0000
Cumulative Totals:			28.00	28.00	28.00	109.0000	GPA = 3.8929
AOT 210	Document Productio	W	3.00	0.00	0.00	0.00000	08/21/23-12/13/23
AOT 234	Administrative Off	A	3.00	3.00	3.00	12.00000	08/21/23-12/13/23
CPT 170	Microcomp Applicat	A	3.00	3.00	3.00	12.00000	08/21/23-12/13/23
2023FA Totals:			9.00	6.00	6.00	24.0000	GPA = 4.0000
Cumulative Totals:			37.00	34.00	34.00	133.0000	GPA = 3.9118
AOT 133	Professional Devel						01/08/24-05/01/24
AOT 143	Office Systems and						01/08/24-05/01/24
CPT 179	Microcomp Word Pro						01/08/24-05/01/24
2024SP Totals:			0.00	0.00	0.00	0.0000	GPA = 0.0000
Cumulative Totals:			37.00	34.00	34.00	133.0000	GPA = 3.9118
TOTALS: CRED.ATT = 37.00 CRED.CPT = 34.00 CRED.GPA= 34.00 GRADE.PTS = 133.0000 GPA = 3.9118							

Official copy must bear signature and impression seal