

# CINDY SCARDINO

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DESIGNWORKSWONDERS.COM  
CRYSTAL LAKE, ILLINOIS  
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## PROFILE

Self-starter with excellent creative, organizational and analytical skills. Committed to excellence. Over 10 years in management.

## EXPERTISE

Intermediate proficiency in Adobe cs3  
Advanced proficiency in Microsoft Office  
Excellent written and oral communication skills  
Exceptional proofreader  
Extensive leadership experience

## BUSINESS EXPERIENCE

1987–2005  
*LaSalle Bank*, Lake Zurich, Illinois  
Assistant Vice President, Branch Manager  
Managed all aspects of branch operations.  
Motivated team to exceed performance goals.  
Trained and mentored peers and staff members in computer, customer relations and sales skills.  
Developed procedure manuals and reporting tools.

## EDUCATION

August 2005 to May 2008  
*Northern Illinois University*, DeKalb, Illinois  
Bachelor of Fine Arts, 2008  
Visual Communications Major, Art History Minor  
Summa Cum Laude Graduate  
Phi Kappa Phi Honor Society  
August 1999 to August 2005  
*McHenry County College*, Crystal Lake, Illinois  
Associate of Fine Arts, 2005  
Associate of Arts, 2002  
High Honors Graduate

## ACTIVITIES

2007–2008  
*AIGA secretary*, NIU chapter, DeKalb, Illinois  
2005–2008  
*Certified English as a Second Language volunteer*,  
*McHenry County College*, Crystal Lake, Illinois

REFERENCES available upon request