

# CYNTHIA J. KING

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**LinkedIn:** <http://www.linkedin.com/pub/cynthia-king/4/17a/2a0>

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## QUALIFICATIONS SUMMARY

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Communications expert and seasoned Project Manager with over 8 years of hands-on experience coordinating projects from conception through completion. Experienced in developing relationships, formulating reliable team oriented solutions, and cultivating communication processes among internal and external departments. Ensures successful delivery of target dates and minor/major milestones as well as adherence to company standards and project goals, especially under tight deadlines. Strong analytical, presentation, and organizational skills. Expert relationship builder, problem solver, and proven ability to multi-task in a fast paced environment.

Awarded Certificate of Excellence, Superior Performance, United States Department of Commerce 1998, 1999, 2000, 2009.

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## KEY MANAGEMENT SKILLS

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- Problem resolution expert
- Highly organized and detail-oriented
- Excellent interpersonal and communication skills
- Superior team building and leadership skills
- Qualified training and staff development specialist
- Positive and flexible attitude

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## PROFESSIONAL EXPERIENCE

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### CYNTHIA KING, INDEPENDENT CONSULTANT – Cincinnati, Ohio

**Project Manager** – 09/2010 to present

- Managed contract video editing, video transcribing, video training/manual development, and web maintenance for Jancoa Janitorial Services and Kohnen Inc.
- Managed contract fund raiser for Life Success Seminars.

### U.S. DEPARTMENT OF COMMERCE, BUREAU OF THE CENSUS – Cincinnati, Ohio

**Project Manager** - 05/1998 to 09/2000 and 12/2008 to 09/2010

Led an innovative region-specific marketing and outreach project that influenced participation and significantly increased awareness throughout the region to the importance of being counted in the U.S. Census: This plan drove Ohio to exceed the national rate by four points thus making it the sixth highest participating state in the country at 78 percent.

#### *Accomplishments:*

- Managed Census Regional Road Tour. Supervised all travel and onsite logistics for events throughout Ohio, W. Virginia and Michigan: Secured 118 venues in over 30 cities in four months. This included gathering and analyzing data, site scheduling, staffing, training, developing reports and processes, coordinating and communicating with regional team and headquarters, as well as third party vendors.
- Facilitated meetings, workshops, committee training sessions, presentations and trade show events to a diverse audience ranging from highly prominent political and business leaders to community volunteers resulting in an increased census participation response rate in Southern Ohio.
- Strategically developed over 500 very effective partnerships with state and local governments, community-based organizations, schools, and businesses in Southern Ohio to maximize participation in the U.S. Census; this resulted in hundreds of thousands of dollars in future savings for Ohio taxpayers through the proper allocation of federal funds.
- Managed media relations to deliver public service announcements utilizing live radio, news print, TV interviews, and TV talk shows.

# CONTINUED - CYNTHIA J. KING

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## PROFESSIONAL EXPERIENCE CONTINUED

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### **SRB FINANCIAL GROUP /FIRST RATE MORTGAGE FUNDING CORP – Cincinnati, Ohio**

#### **Director of Operations/Office Manager** - 05/2001 to 11/2008

Successfully executed a wide array of diverse roles and senior level responsibilities including CFO, Project Manager, Account Manager, IT Coordinator, Team Trainer, Executive Assistant and Processor.

#### ***Accomplishments:***

- Developed and maintained processes that reduced administrative redundancy, improved accuracy and efficiency in all departments and delivered an excellent level of customer service.
- Furnished senior executives and State of Ohio Division of Financial Institutions with A/P liability summaries and cash flow reports that were consistently praised for their accuracy, user-friendliness and timeliness.
- Controlled the processing, dissemination of information, accuracy verification and maintenance of invoices, interfacing extensively with a nationwide network of over 15 vendors and financial institutions.
- Trained staff members on various software applications and led team development.
- Designed and maintained company's website, logo and all marketing campaign development.
- Managed company databases and client contact information.

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## EDUCATION

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NORTHERN KENTUCKY UNIVERSITY – Highland Heights, KY  
**Bachelor of Science in Sociology 1997**

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## CERTIFICATIONS

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PMP in progress (expect completion Summer 2012). Certificate in Negotiation skills, Communication skills, Media Skills, Problem Solving skills, and Multi-Cultural Diversity Training – Cooper Management Institute 1998 and 2009.

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## ADDITIONAL SKILLS

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Proficient in MS Project, MS Office 2007 (Word, PowerPoint, Excel, Outlook), Windows XP, Web Maintenance, Adobe Photoshop, InDesign, Acrobat, Avid Pinnacle Studio and QuickBooks.

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## AFFILIATIONS

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Project Management Institute ● PMI Southwest Ohio Chapter ● Life Success Seminars – West Chester, Ohio

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## VOLUNTEER

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ESL - English as second language Instructor for Su Casa, Cincinnati, Ohio 2008 to present