

**CYNTHIA M. HELMS**  
1780 West Hyde Road  
St. Johns, MI 48879  
(989) 640-3616  
chelms@msu.edu

My career objective is to succeed in a clerical or administrative position that provides challenge, opportunity, and responsibility through the application of my professional experience.

### **PROFESSIONAL EXPERIENCE**

**RE/MAX Clinton Group**, St. Johns, Michigan **Owners-Thomas Benson & Laura Mullaney**

August, 1987-March, 1997 **Real Estate Agent, Broker, and Office Manager**

- Advertising, sales, and marketing of homes
- Knowledge of title insurance, property taxes, escrow accounts, and mortgages
- Comprehension of real estate law, contract, deeds, and legal documents
- Negotiated contracts between seller and buyer
- Authorized and prepared payment of administrative expenses
- Handled and reconciled cash accounts
- Complied detailed expense and closing reports for each agent
- Prepared data for month-end reports through accounting-specific programs
- Computed and reported employer's State and Federal taxes and wage detail
- Utilized the Checkbook Solution V3.3, Microsoft Work V6.0, and 7.0, Spectrum Desktop V5.0., Eight-in-One 2.0, RCOMII V2.2, Excel V5.0, Windows '95

**Michigan State University**, East Lansing, Michigan

March, 1997-November, 1997 **Temporary Offices Services/Secretarial**

Michigan State University Clinical Center-Pediatrics and Human Development **Supervisor-Karen Emmons**

Michigan State University Extension Office-Program Support Systems **Supervisor-Debra Bunch**

Michigan State University Agriculture and Natural Resources Budget Personnel **Supervisor-Barbara Campbell**

Michigan State University Internal Audit **Supervisor-Robert Wenner**

Michigan State University College of Veterinary Medicine **Supervisor-Sharon Carr**

Michigan State University Health Promotion Program **Supervisor-Judith Michael**

Michigan State University Cancer Center **Supervisor-Jody Summers**

**Michigan State University**, East Lansing, Michigan **Supervisor-Diane Zimmerman**

November, 1997-present **Assistant Provost for University Outreach** (517) 353-8977

- Started at a CT4/Clerk-Receptionist I - Now CT9/Secretary III
- Familiar with MSU policies and procedures
- Typing at 60 wpm
- Arranging and setting up meetings
- Familiar with preparation of financial reports, budget transactions, travel vouchers, reimbursement vouchers, jve's, professional services contracts, etc
- Data entry and filing
- Working with, and supervision of students
- Familiar with preparation of student and labor payroll, epayroll
- Transcription
- Familiar with Netscape, Internet Explorer, Firefox and e-mail
- Word, Excel, Word Perfect, Access, Powerpoint
- Make travel arrangements, air, hotel, and conference registrations
- Assisting with the start of new websites, writing, research, and composing
- Reconcile accounts & procard statements
- Assist in event planning
- Familiar with using electronic calendar and shared drive

### **EDUCATION**

Michigan Real Estate **Agent License**, Holloway's Institute, Incorporated, Lansing, Michigan, 1986

Michigan Real Estate **Broker License**, Holloway's Institute, Incorporated, Lansing, Michigan 1994 (license is current and take a six-hour continuing education class every year)

**Michigan State University**, CLIFMS training, January, 1999

**Michigan State University**, SIS training, December, 1999

**Michigan State University**, Essentials of Financial Administration at MSU

**Lansing Community College**, Composition I; Composition II; Dynamics of Communication; World Religions I; US History to 1877; Microsoft Office

**Michigan State University**, Business Math Refresher, February 2001

**Michigan State University**, Accounting for the Non-Accountant, Spring 2001

**Michigan State University**, Project 2000, Creating a Project; Managing a Project, Practical Uses, Summer 2002

**Michigan State University**, Word 2002 Advanced, December 2002

**Michigan State University**, Foundations of Business Grammar & Advanced Business Grammar, Spring 2003

**Michigan State University**, PowerPoint 2002-Level 1 and 2, Spring 2003

**Michigan State University**, Access 2002-Level 1, 2, 3, Summer 2003

**Michigan State University**, Outlook 2002-Level 1 & 2, Summer 2003

**Michigan State University**, Angel Groups-October, 2004

**Michigan State University**, Excellence Training in Competencies for CTs-Fall 2004

**Michigan State University**, ePayroll User Training, April, 2006

**Michigan State University**, Dashboard Training, 2006

**Michigan State University**, Accounting & Advanced Accounting, March, 2007

**Michigan State University**, webCredit Training, February, 2009

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#### **ASSOCIATIONS**

RE/MAX of Michigan Sales Advisory Council, Education & Membership committees, 1990 to 1997  
Clinton County "Meals on Wheels" volunteer, 1989 to 1997  
Clinton County American Cancer Society "Relay for Life" Entertainment Co-chairperson, 1996, 1997

#### **REFERENCES**

##### **Melodie Haverkate**

Branch Sales Manager  
Amera Mortgage  
3515 Coolidge Rd.  
E. Lansing, Michigan 48824  
(517) 324-0400

##### **Charles Nelson**

Associate Professor  
Michigan State University  
Parks, Recreation, and Tourism  
131 Natural Resources Building  
East Lansing, Michigan 48824-1222  
(517) 355-0236

##### **Diane L. Zimmerman, Ph.D.**

Director Emeritus  
Michigan State University  
National Center for the Study of University Engagement  
Kellogg Center  
East Lansing, Michigan 48824  
(517-333-7727 home telephone number)

##### **Susan Derosa**

Assistant Director  
Michigan State University  
College of Agriculture and Natural Resources  
121 Agriculture Hall  
East Lansing, Michigan 48824-1039