

JOANN SNYDER

jsnyder@srcconsultants.com

Scientific & Regulatory Consultants, Inc. provides a full range of regulatory services for the antimicrobial industry. Our consultants' insight provides scientifically-sound, cost-effective, and timely solutions to routine and complex issues facing our clients. Our collective knowledge base includes experience in industry, laboratories and with government entities. For more information about Scientific & Regulatory Consultants, Inc. visit our website at www.srcconsultants.com

PROFESSIONAL EXPERIENCE

Scientific & Regulatory Consultants, Inc., Columbia City, IN 2018 - Present

Operations Specialist

- Assist Federal/State Teams with client EPA/DPR/FDA submissions
- Review contracts and service agreements
- Maintain electronic files
- Assist with federal and state registration projects

Dilling Group, Inc., Warsaw, IN 2012 - 2018

Administrative Assistant

- Customer Service/Receptionist
- Responsible for accounts receivable
- Receipted/updated material inventory
- Processed monthly expense reports
- Created Purchase Orders

Warsaw Community Schools, Warsaw, IN 2007 - 2012

Administrative Assistant

- Executive Assistant to Director of Special Services and North Central IN Special Education Cooperative Board
- Prepared and filed Federal and State Special Education grants for Preschool, Elementary and Secondary levels
- Validated funding for requisitions and created purchase orders
- Purchased monthly supplies for secondary Special Education classrooms

Whitko Community Schools, Larwill, IN 1996 - 2006

Extra-Curricular Bookkeeper

- Receipted and created daily deposits
- Responsible for accounts receivable/accounts payable for all Extra Curricular Activities including Athletics
- Generated building level financial reports

- Calculated and collected annual textbook rental fees for secondary level
- Ordered and receipted in all new textbooks

Kosciusko REMC, (now KREMC), Warsaw, IN

1976 - 1995

Computer Specialist

- Developed and implemented automated AR Collection System
- Maintained COBOL billing systems with approved utility rates
- Updated COBOL accounting software with current federal and state tax withholdings
- Organized and trained employees on updated software

EDUCATION

A. A. S. Computer Programming, Indiana Vocational Technical College (Now Ivy Tech), South Bend, IN
Secretarial Certificate, International Business College, Fort Wayne, IN

CORPORATE PROFESSIONAL AFFILIATIONS

British Association of Chemical Specialties (BACS)
Center for Biocide Chemistries (CBC)
Household & Commercial Products Association (HCPA) (Formerly CSPA)
International Sanitary Supply Association (ISSA)
Personal Care Products Council (PCPC)

PROFESSIONAL DEVELOPMENT

ECG, Inc.

Convince Me: Persuasion and Negotiation Training; 08/18

Indiana University – Purdue University (now Purdue University – Fort Wayne). Fort Wayne, IN

EXCEL Intermediate; 04/12