

Cyndy Hayworth

cfhayworth10@gmail.com - [REDACTED]

**Motivated
Creative**

**Organized
Detail Oriented**

**Versatile
Fast Paced**

**Efficient
Goal Focused**

**Resourceful
Perceptive**

Work Experience:

Downtown Greensboro Incorporated, Greensboro, NC

Chief Operating Officer, January 2015 – December 2015

- Hired to run the day-to-day operations – 30 days after hire, assumed interim President/CEO position until July 1, 2015
- Reorganized staff to assure overall productivity and efficiency of the organization
- Worked closely, including all communications, with 24-member Board of Directors
- Project manager for two large initiatives associated with downtown event that brought 100,000 people to the center city for three days
- Update and rewrite of personnel manual
- Update and rewrite of personnel contracts
- Prepared and researched documents to accompany responses to legal matters against the organization
- Worked closely with executive staff within the City of Greensboro, including City Council – collaborating with partnering agencies on downtown issues
- Served on numerous committees to help resolve issues associated with downtown

Junior Achievement of Central North Carolina, Greensboro, NC

President/CEO, February 2002-2014

- Organized, managed and coordinated day-to-day activities associated with overseeing a business
- Responsibilities included delegation of tasks in coordination with working a 6 county footprint of programs and fundraising
- Developed and engaged a 20-member Board of Directors including updating by-laws and building a network of assumed responsibilities between the Board and JA staff
- Developed direct marketing strategies to build long-term relationships in all service areas with no geographic boundaries
- Recruited and implemented liaison committees in all out-lying counties to represent organization
- Redeveloped fundraising initiatives including annual Hall of Fame and Bowl-A-Thon
- Created logistic check-lists surrounding programs, fundraisers and service areas
- Set-up bi-monthly board meetings, including financials and meeting minutes
- Managed and executed all hiring of JA staff, including payroll
- Developed public relations strategies to promote organizations services
- Coordinated relationships with community leaders, schools administrations and civic leaders
- Supervise finances, oversee all banking and deposits, prepare budget forecasts and cost analysis
- Successfully coordinated 2013 renovation project Capital Campaign to preserve 135 year-old Starmount Farmhouse donated to Junior Achievement in 1992
- Integrated accounts receivable and accounts payable into Quickbooks
- Recreated visual materials to ensure consistency in messaging to volunteers, teachers, corporations, etc.

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Weaver Investment Company, Greensboro, NC

Executive Assistant to President & Chairman of the Board, February 1988-2002

- Responsible for all office operations, including computer hardware purchases and maintenance of all office machines
- Handled communication between CEO and all outside sources, both written and oral
- Oversaw finances associated with 21 bank accounts with multiple divisions of the corporation and input data entry into computer accounting program (Quickbooks).
- Responsible for all meeting preparations and follow-through
- Coordinated calendar for CEO, including responses to events and logistics of his personal appearances in multiple places with short windows of time between scheduled events.
- Planned and coordinated annual family meeting in out-of-state locations, including travel arrangements, meal reservations, room reservations and meeting space availability
- Compiled necessary information for tax returns and collaborated with CPA firm for completion of annual returns
- Coordinated 2 office relocations during tenure, including logistics in moving all office furniture, art work, files and computers

Education:

GTCC & Rockingham Community College, Greensboro & Reidsville, NC

Business Courses/Seminars

Computer & Information Technology Certificate

Computer Programming

Real Estate – Dan Mohr Real Estate School, Greensboro, NC

Duke University (on-line)

Non-Profit Management Certification

Southeastern Community College (on-line)

Volunteer Management Certification

Center for Creative Leadership, Greensboro, NC

Executive Directors Certification

Additional Skills:

Proficient in Microsoft Office, including Word, Excel, Power Point, Quickbooks, Publisher and Outlook

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Boards & Commissions:

- Greensboro Zoning Commission, Chairman (2011-2012)
- Greensboro Zoning Commission Member (2007-2012)
- Guilford County Adult Advisory Commission (2010)
- Guild of Family Services, Membership Director (2012-2014)
- Dolley Madison Women's Club, President (2010-2012)
- Greensboro Neighborhood Congress, Executive Board Member
- Guilford Nonprofit Consortium, Board Academy Faculty
- Guilford County Environmental Review Board, Vice-Chair (2011-2014)
- Guilford County Environmental Review Board, Chair (2015-2017)
- Greensboro Board of Adjustments Member (2012-2014)
- Greensboro Board of Adjustments, Chair (2015-2017)
- State Capitol Foundation Board Member (2012-2017)
- UNCG – Bryan School of Business – Workforce Preparedness Board Member