

## CYRIACUS ALCINDOR

14 Kasbah Place  
Palm Coast, FL 32164

### EDUCATION

AA Business Administration, Daytona Beach Community College, April 1991  
BA Business Administration, University of Central Florida, Orlando, FL April 1996

### MILITARY

Honorable discharge, U.S. Army Reserves April 1992  
Honorable discharge, U.S. Army March 1998

### PROFESSIONAL EXPERIENCE

#### S.E. Cline Construction, Inc.

2002-Present

##### *Accountant*

Reviews and prepares financial statements and accounting reports for management and federal agencies.

##### *HR Manager*

Administers human resources activities and programs, including: employee benefits, training and development, compensation, employee and labor relations, workers' compensation claims, personnel and administrative policies and procedures.

#### ECKERDS

##### *Training & Development Manager, Tallahassee, FL*

1999-2001

Responsible for designing and delivering training programs to employees located in retail establishments including technicians, pharmacists, managers and other associates. Demonstrated ability to customize training material; created and delivered a program specifically geared to a unique audience.

##### *Operations Manager, Daytona Beach*

1997-1999

Responsible for the store's overall operations and performance to include projections of sales, profits and budgeting forecasts. Supervised a team of 35 employees.

#### McDonalds

##### *Operations Manager, Daytona Beach, FL*

1988-1997

Responsible for all aspects of store operation including budgeting, ordering, hiring, administration of benefits and daily operations.

#### U.S. Army

##### *Unit Supply Specialist, Fort Ord, CA*

1986-1988

Managed property accountability, conducted periodic inventory, and scheduled replenishment of all unit supplies. Prepared and submitted reports on my findings.