

# MARCY CHEVILLE

Des Moines Metropolitan Area  
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## ADMINISTRATIVE / PROJECT / COMMUNICATIONS ASSISTANT PROFESSIONAL

### Team Leadership | Business Management | Budget Analysis & Marketing Strategy

Motivated professional with proven record of successful execution of leading projects and special events. Performance history reflects deep strengths in support of executive operational administration functions. Committed and driven to help organizations thrive by building relationships with cross-functional teams. Skillful in upholding a positive environment to support business initiatives further. Strong work ethic and allegiance to the highest standard of professionalism. Excellent organization, prioritization, and communication skills. Adapt quickly to changes in priorities seamlessly. Manage multiple assignments simultaneously with excellent follow-through skills backed by meticulous attention to detail.

#### Core Competencies

- Strategy Formulation
- Budget Development
- Trademark Branding
- Relationship Management
- Budget Development
- Published Communication Articles
- Business Partnerships
- Business Case Resolution
- Sustainability Development
- Budget Analysis/Projection/Justification

#### Technology

Microsoft Excel | Microsoft Word | Microsoft Outlook | Adobe Acrobat | PowerPoint | SAP | Workday | Workday Budget Worksheets | SAP | SharePoint | MyAccess | Hyperion Financial Reports | Info Point | Concur Travel Management System eSpree 7.0 | Sodexo Catering Program | Cybox | e-Data | Access Plus | Tableau | Qualtrics Surveys | Canvas

## PROFESSIONAL EXPERIENCE

IOWA STATE UNIVERSITY, Ames, IA

2021-Present

### Administrative Assistant III | College of Agricultural and Life Sciences Academic Innovation/Student Services Office

- Provided executive level collaborative administrative support to the associate dean of academic innovation and assistant dean for student services as an informal resource to resolve diverse problems and situations.
- Managed event planning for CALS Convocation, CALS Fall Retreats, Outcome Assessment Committee meetings, Gene Edited Foods Conference, Student Innovation CALS open house, and Agricultural Endowment Annual meeting.
- Assisted and advised associate dean with policies, procedures, and contract compliance with internships and scholarships.
- Maintained multiple calendars simultaneously, keeping schedules productive but manageable. Exercised judgment when accepting invitations.
- Organized and coordinated domestic and international travel.
- Managed office budgets for nine business unit accounts, four ISU Foundation accounts, and one grant totaling over 8M in FY22-23.
- Processed and reconciled payment requests for sponsorships, scholarships, internships, memberships, P-Card, and T&H card.
- Prepared and monitored program cost analysis with deans and directors to determine funding allocations FY to FY are appropriate. Made incisive recommendations to reduce waste and support overall business objectives.
- Reviewed and processed payments for CALS programs, internships, memberships, awards, Summer Research Funding, Professional Funds, undergraduate salary support, CALS Convocation, advisor compensations for completeness, accuracy, and compliance with company standards.
- Managed and developed the program budget for largest endowment at Iowa State University, the Agricultural Endowment. - 4.5M FY20-21, 4.4M FY21-22.
- Collected monthly data for Ag Endowment expenses and revenues for each scholarship and program, ensuring actual funds align with our budget.
- Collaborated with finance to develop budget options for Ag Endowment Board of Trustees to vote on in annual meeting.
- Figured proration of fund program sources based on contributions, market value, and percentage of change from year to year.
- Created long-term analysis of Ag Endowments total assets, percentage of change, and total grants as scholarships and programs.

- Collaborated with finance to help create and develop a new budget reporting system using icloud live data from Workday to highlight financial plans, with specific buckets to provide a means of measuring, evaluating, and controlling results, in comparison with our goals.

**CORTEVA AGRISCIENCE**, Johnston, IA

2016 - 2020

**Administrative Assistant | Global Seed Applied and Biological Technologies**

- Co-managed product projects for Global Portfolio Platform on 10 new regional product launches - \$127MM peak sales.
- Led weekly communications on LumiGEN seed product logo rebranding project, working with cross-functional teams to communicate new trademark logo materials to business units.
- Tracked Global product program team on annual seed product business cases and monthly valuation, program, and project progress toward key milestones of products in pipeline, and alignment with program management governance.
- Reconciled monthly team expenses, balancing and matching \$60K.
- Maintained multiple calendars simultaneously, keeping schedules productive but manageable. Exercised judgment when accepting invitations. Managed email distribution lists for specific communications within platforms.
- Organized and scheduled a high volume of domestic and international travel, including visas - \$500K FY 2019.
- Helped facilitate onboarding process for new hires, ensuring completeness of offboarding guidelines and policies.

**DUPONT PIONEER**, Johnston, IA

2011 - 2016

**Administrative Assistant, Sales Force Planning, Cellulosic Ethanol Program, Food, and Industry Markets - PLENISH, Business and Marketing Communications**

- Arranged agricultural speaking engagements for DuPont Pioneer Business Unit events with Kip Cullers (NCGA Soybean Yield winner) and David Hula (NCGA Corn yield winner) and calculated their yearly speaking fees for payout. - 20 speaking engagements a year.
- Oversaw Studio Stover Program by entering 300 grower mass acre data contracts in DuPont Cellulosic Ethanol Project and facilitated 30-60 mass grower meetings for solicitation of corn stover removal and grower learning incentive assemblies.
- Overseeing multiple calendars concurrently while managing email distribution lists for specific communications within platforms.
- Prepared monthly financial reports, quarterly Learning Center reports and reconciled expenses for 10 executives.
- Planned extensive global and domestic travel itineraries, adapting quickly based on rapidly changing business needs -\$300K yearly. Coordinated large event galas for 100 growers in central Iowa for stover harvest program with State of Iowa with Governor Terry Branstad's ribbon cutting ceremony introducing new sustainability ethanol plant in Nevada, Iowa.
- Aided in the onboarding process for new hires, ensuring completeness of offboarding guidelines and policies.
- Created weekly Sales Representative job opportunity requests into Ag Careers program, tracked employee referrals of those requests and calculated monthly employee bonus payouts.

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**SYSCO IOWA, INC., ANKENY, IOWA**, Ankeny, IA

2003 - 2011

**Executive Assistant**

Provided a high-level of administrative support for President, Executive Vice President, Vice President of Operations, Director of Support Services, Director of Transportation, Director of Operations, Maintenance Manager, and Safety Manager.

- Generated monthly statistical reports for warehouse production standards and Business Objects tracking for senior staff on impact of net sales.
- Administered and controlled \$15K monthly, reconciling and submitting monthly expenses for President and senior staff.
- Supervised 2 on-site construction remodel projects, coordinating contractors on timelines for expanding office.
- Directed, synchronized, and scheduled travel for President and senior staff, overseeing a travel budget of \$100K.

## ADDITIONAL RELATED EXPERIENCE

### **UNITED PARCEL SERVICE**, Des Moines, Iowa, **Human Resources Coordinator & Hundred Weight Sales Rep.**

Oversaw printing, sorting, and distribution of United Parcel Service's payroll for state of Iowa and regional office (3000 employees). Managed a tiered incentive shipping weight sales program, by negotiating terms of contracts with customers and resolved daily customer case management inquiries.

## EDUCATION

**Bachelor of Fine Arts (BFA), Interior Design / Minored in English**, Iowa State University, Ames, Iowa

## PROFESSIONAL DEVELOPMENT

A2E Essentials Training | United Way Champion FY 2019

## CERTIFIED | CERTIFICATIONS

First Aid | CPR Certified

## MEMBERSHIPS

Corteva Agriscience Safety Committee member-3 years | Corteva Agriscience Women in Agriculture Leadership Team

## AWARDS | RECOGNITIONS

2020 Shine Award | United Champion FY 2019

## PUBLICATIONS

Hope Grows | Proven Results from Lumivia CPL Attracts New Customers in Western Canada | Un-bee-lievable Pollinator Habitat Program | Woodhull, IL Production Plant Takes Pollinator Habitat Program to a New Level-Corteva Agriscience Global Website

## COMMUNITY / VOLUNTEERISM

Team Lexi | Story County Indian Creek Circles | Collins-Maxwell Athletic Boosters | (PIE) Parents in Education  
Maxwell Modern Mother's Club | Meals for the Heartland | Autism Society with Corteva Agriscience | Children's Cancer Connection