

Suzanne vonHerrmann

Summary Ms. vonHerrmann has been an accountant for over 25 years and the Cyclacorp office administrator since the company's inception in 1990, responsible for all accounts payable and receivable, fringe benefit programs, interface with independent accounting firms, and contract administration.

Employment 1992 - Present Cyclacorp Corporation Alexandria, VA
Office Administrator

- Payroll
- Accounts Payable
- Accounts Receivable
- All Invoicing
- Support of Monthly Progress Reports to all Clients
- Managed Fringe Benefit Programs
- Contract Administration Manager

Education 1971 West Valley College San Jose, CA
A. A. Degree

Major Projects **Pipeline and Hazardous Materials Safety Administration**

Contract administration for the current Cyclacorp contract with PHMSA including preparation of all invoices, monthly progress reports, and monthly burn rate reports in accordance with PHMSA contract requirements.