

Jean R Yarger
Endece, LLC
1001 West Glen Oaks Lane
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Mequon, Wisconsin 53092
262-240-9690

**PROFESSIONAL
EXPERIENCE**

Endece, LLC, Mequon, Wisconsin (2006 – Present)
Chief Administrative Officer and Co-Founder

- Establish and oversee the Endece vision and mission ensuring the strategic plan results in the development of effective, quality drugs that improve human health, protect share holder investments and increase Endece profits.
- Oversee and manage finances and accounting procedures according to good accounting practices, providing accurate and timely financial reporting.
- Develop and maintain investor relations through timely and accurate communication.
- Develop and maintain vendor and contractor relations that ensure quality drugs are developed, tested and commercially viable.
- Oversee and manage FDA drug approval process and associated documentation.

Cedarburg Pharmaceuticals, Inc., Grafton, Wisconsin (1997 – 2006)
Co-founder of Cedarburg Pharmaceuticals, a \$6 million manufacturer of generics and APIs for the pharmaceuticals industry.

Human Resources Manager (2001 – 2006)

- Established the Human Resources Department.
- Implemented Human Resources procedures meeting Fair Labor Practices, protecting the company and employees.
- Responsible for the administration of payroll and employee benefits.
- Responsible for employee development and training.
- Responsible for facilitating departmental strategic planning across the organization.
- Responsible for employee relations including hiring, employee orientation, performance assessment and retention.

Business Administrator (1997 – 2001)

- Oversaw the purchase and installation of office and communication equipment.
- Assisted in the writing and implementation of production and regulatory standard operating procedures.
- Established procedures and managed reception and shipping and receiving.
- Responsible for risk management, commercial insurance, and employee benefits.
- Established computerized accounting system and developed the finance department.

Decorating Den, St Charles, Illinois (1990 -1991)
Owner and Interior Decorator

Decorating Den franchise, full service decorating consultation for the home or office.

- Responsible for customer service, providing decorating consultation, products, and services.
- Responsible for purchasing, pricing, sales, installation.
- Responsible for advertising.
- Responsible for accounting, accounts payable and receivable.

EDUCATION

University of Iowa, Iowa City, Iowa
Bachelor of Music Degree (1975)

- Dean's List
- President, SAI Professional Music Sorority