



LYNNE M. SCHMOYER

EXECUTIVE ASSISTANT & ADMINISTRATIVE TECHNICAL MANAGER

Lynne M. Schmoyer was born and raised in Sussex County, NJ and received her B.A. in Psychology in 1990 from Trenton State College. Ms. Schmoyer has worked in the engineering and environmental field over the past 18 years providing administrative support with increasing levels of responsibility. Prior to joining Medina, she was Administrative Assistant for Donald E. Johnson Consulting Engineers in Princeton, NJ and Production Supervisor for OHM Remediation Services in Robbinsville, NJ.

Ms. Schmoyer joined Medina in January 2002 as Administrative Assistant to the Civil Engineering and Environmental Services and Structures Departments and became Executive Assistant in November 2003. As Executive Assistant, Ms. Schmoyer is responsible for scheduling, travel, and correspondence for Medina's President and Executive Vice President. In addition to her traditional secretarial duties, Ms. Schmoyer maintains Medina's corporate information, as well as prepares the firm's corporate and technical prequalification packages. In January 2008, Ms. Schmoyer's role at Medina was expanded to include the responsibilities of Administrative Technical Manager. In this role, Ms. Schmoyer manages Medina's Administrative Assistants/Technicians and develops policy and procedures to streamline and standardize administrative processes. In addition, she is responsible for training, monitoring and enforcing administrative policies and procedures amongst all staff company-wide.