

PROFESSIONAL PROFILE

Well organized with 2.5 years Executive Administrative Assistant, 3 years as an Event Coordinator and 18 years in the customer service industry. The ability to multi-task, learn new concepts with ease and quick to recognize ways to streamline efficiency. Enjoy working independently with self-motivation, creativity, and initiative to achieve goals.

KEY STRENGTHS

- Organization
- Multi-tasking
- Self Starter
- Efficient
- Self Starter
- Attention to Detail
- Staff Training
- Copy Editing
- Proofreading
- Time Management Planning
- Adobe Acrobat Pro
- Computer Skills
- Basic HTML
- Data Input
- Skimming and Scanning

EDUCATION HIGHLIGHTS

- High School Diploma (Advanced Studies)
- Associate Degree in Arts - Okanagan University College (1995)

PROFESSIONAL EXPERIENCE

ADMINISTRATIVE ASSISTANT: Work directly for a financial and insurance representative with a book of business in excess of \$30M. In charge of all paperwork, running the office, placing trades, and training team members on the dealer back office system (WealthServ). Creation of fill-able forms, implementation of office and processing procedures as well as development of help and office policy guides.

COPY EDITOR: Assisted in the rough editing and proofreading of “*Landing Page Optimization for Dummies*” from John Wiley & Sons Publishing. Layout conversion of *Network+ Certification Exam Study Book*. Polish editing of “*Out of Sight*” (Finalist in Best New Author contest). Content editing of sites including JustMakeItEasy.com and AntHillPress.com; compilation of user help guide for STEPS planning software released by JustMakeItEasy.com. Proofreading, editing and layout modification of Mutual Fund and Insurance industry Compliance Manuals, investment paperwork, training manuals and industry newsletters.

EVENT COORDINATOR: Booked, organized and hosted Author events. Maintained the Blog, promoted community advertising and developed a training manual for running the program. Merchandised the product, tracked the inventory and ran multiple departments (Giftware, Seasonal and the Discount section) simultaneously.