

---

**Office Administrator**

**Expertise** Office Administration

**Education** B.A. Humanities, 2010  
Laurentian University, Sudbury, Ontario, Canada  
Pre-Health Sciences/Medical Office Administration, 2007  
Cambrian College, Sudbury, Ontario, Canada

**Professional Experience**

2021 – Present	Itasca Consulting Canada, Inc., Sudbury, Ontario, Canada Office Administrator
2018– 2020	SK Power Drive, Sudbury, Ontario, Canada Office Administrator
2017 – 2018	Motion Specialties, Sault Ste. Marie, Ontario, Canada Office Administrator/Coordinator
2006 – 2017	TD Canada Trust, Sudbury & Sault Ste. Marie, Ontario, Canada Financial Services Representative

**Project Experience**

Itasca Consulting Canada, Inc.:

- Provide daily general office administration and clerical duties efficiently and accurately to support team members and project goals.
- Support employee career development and provide general internal human resource services.
- Generate a comprehensive document filing system and provide technical editing support.
- Oversee the Canadian software sales.
- Promote the company’s social media and marketing strategy.