

EXPERIENCE

JANUARY 2023- PRESENT

EXECUTIVE ASSISTANT

- Assist the Commanding Officer with scheduling, planning, and keeping strategic priorities on track.
- Screen all incoming requests for the CO to triage high-level priorities.
- Plan, organize and book travel for HQ staff (CO, RSM and DCO) when necessary.
- Technical support for various hybrid meetings
- Technical support for ACIMS (SharePoint) for all branch units
- Coordinate meetings, agendas, minutes and materials for various meetings/committees
- Provide logistical event and meeting support including coordinating space, set up, and food/beverage services, supporting technical needs and greeting/helping guests. Organized a Change of Command and a Change of Appointment in my time in this position.

SEPTEMBER 2021- JANUARY 2023

ADMINISTRATIVE COORDINATOR

- Assisted the Executive Director with scheduling, planning, and keeping strategic priorities on track; coordinate meetings and travel, screen and prioritize requests, prepare meeting materials, and direct/respond to inquiries.
- Prepared and composed contact reports, memos, letters, and presentations, often highly confidential.
- Coordinated meetings, agendas, minutes and materials for Alumni Council and Committees
- Processed and tracked financial transactions for a four Sphere accounting system
- Prepared financial reports: including monthly reconciliation and invoicing using both the internal institutional system as well as Sage for the external sphere.
- Worked with Affinity partners to ensure details of agreements are met and payments/financial reporting are in order
- Provided logistical event and meeting support including coordinating space, set up, and food/beverage services, supporting technical needs and greeting/helping guests
- Ensured office space, equipment, systems, supplies that the team needs to operate are in good working order

AUGUST 2019 - SEPTEMBER 2021

EXECUTIVE ASSISTANT

- Assist the University Secretary by maintaining and scheduling their calendar by prioritizing requests, booking working times for projects so that tasks do not get forgotten, arranging travel, and affording travel time in their schedule
- Coordinate meetings, agendas, compile, and distribute meeting materials, circulate notices: manage meetings/event logistics, book spaces, food and any technical support for Board Meetings, Board Committee Meetings and PET
- Provide support to new and returning Board Members, offer technical training to Board members, as well as create and maintain their guest UNB accounts
- Manage the departments SharePoint and UNB websites
- Maintain office supplies, equipment and manage all maintenance and ITS requests, ensure all staff have required support
- Provide Financial support for all staff and Board members by completing expense forms, abiding by policy, maintaining, and reconciling office procurement card, and ensuring budget requests are accurate and on time
- Maintain confidentiality on current and past university issues
- Maintain records system

AUGUST 2012- AUGUST 2019

CLIENT SERVICE REPRESENTATIVE

Interim Campus Tour Guide/ Back up

- Managing Campus tours calendar includes correspondence, scheduling with various offices, hotel reservations and more. Manage tours based on multiple weeks' notice to same day scheduling.

Client Communications/ Event Organization

- Answer, field and redistribute general inquiries via phone and email. Problem solves issues with students and parents
- Create templates for communications
- Organize and plan local and interprovincial Open

House events Data Management/ Supervising

- Compile, analyze and report on data, using various databases and creating pivot tables to draw out specific information
- Data Entry for various events and stakeholders
- Supervise a team of up to 8 student data entry clerks per term, scheduling and approving hours around class and exam schedules

EDUCATION

SALES TRAINING, SHANDLER SALES

DEALING WITH DIFFICULT PEOPLE, ACHIEVE

EFFECTIVE SUPERVISION, UNB COLLEGE OF EXTENDED LEARNING

BACHELOR OF BUSINESS ADMINISTRATION, UNIVERSITY OF NEW BRUNSWICK

SOFTWARE TECHNOLOGY

- Ellucian Colleague (ERP System)
- Adobe Acrobat X Pro, Canva, FoxIT
- Sage Accounting
- Zoom, Teams
- Various Social Media platforms
- Microsoft Office (Word, SharePoint, Excel, PowerPoint, Teams and Outlook)
- Eloqua, Sendible and Mailchimp email services
- ACIMS editing and creation

SKILLS

- Bilingual (French written and spoken) BCB
- Works well as a team player and can work autonomously.
- Design/creation of digital and printed event materials
- Received a Commanders Commendation by the 5 CDSG Base Commander for Gaagetown in April 2024
- Strong problem solver, interpersonal skills, and attention to detail
- Excellent listening skills and eager to learn.
- Manage deadlines and projects efficiently and effectively.