

EDUCATION

- * Business Administration, Honor Roll
- * Credits towards B.A. Theology, School Of Theology
- * People Management
- * Computer Programming in 'Basic', Advanced Honors

SUMMARY OF QUALIFICATIONS

Skillful and dedicated with extensive experience in management, training / teaching, coordination, planning, and executive support of daily management, operational, and administrative functions

- * Demonstrated capacity to provide comprehensive management and administrative support and effectively managing all essential tasks.
- * Proven track-record of accurately completing research, reporting, & information management.
- * Adept at developing and maintaining detailed management, administrative, and procedural processes that reduce redundancy, improve accuracy and efficiency, and achieve organizational objectives.
- * Highly focused and results-oriented in supporting complex, deadline-driven operations; able to identify goals and priorities and resolve issues in initial stages.
- * Proficient in various computer software packages.

PROFESSIONAL EXPERIENCE

DEEPER LIFE CHRISTIAN MINISTRIES, INTERNATIONAL – Mississauga, Ontario

Office Manager & Personal Assistant to Senior Pastor

Travel with Senior Pastor and ministry team throughout Canada and United States on both Ministry Relations and Missions, manage paid staff of 9 and volunteer base from a congregation of 1500+, wrote & taught training course for marriage classes, established procedures and trained office staff and served on the Board of Directors for the Accredited Bible School arm of the ministry, oversight of children's and youth ministries and Bible study groups, train office staff & volunteers, implement & maintain office systems & procedures, oversee all day-to-day functions. Oversaw street ministry and outreach teams, ran study for newcomers; general office management and people issues, handled all legal aspects of the ministry, and all designing for tapes/books/courses, etc., establishment of various sub-ministries, maintained contracts with overseas missions, & employment standards, regular interaction with lawyers, pastors, boards, members and staff, provided some counseling under direction of Senior Pastor. *Very rapid growth environment provided many challenges that had to be faced head-on with promptness and level-headedness prevailing - very progressive and fast-paced position.*

DELSAN DEMOLITION & ENVIRONMENTAL SERVICES – Etobicoke, Ontario

Administrative Manager & Executive Assistant

Supervisor of Admin., Secretarial & Clerical Services: Hire/evaluate/terminate employees, Restructure entire office as a result of rapid growth and implement changes in secretarial, reception, clerical, administrative functions for better communication / work flow & continuity, reporting directly to the President & two Vice-Presidents.

TOWN & COUNTRY SHOPS – Weston, Ontario

Merchandise Planning & Control Manager

Design/implemented new reporting structures/buying matrixes from scratch, converting from paper to computerized environment. Train / allocate / supervise 16 staff. Provide general supervision & direction in analysis of all Special Projects; some travel involved. Report directly to President, CEO and Sr. Operations Manager.

Leasing & WCB Administrator, Personal Executive Assistant

Work with Landlords/ Contractors on new store openings. Analyze / revise all legal documents for 216 retail stores. Handle all WCB claims for a Head Office staff in excess of 200 plus all store staff, & lead a team in conducting analysis on all Special Projects.

Assistant Manager, Operations

Manage advertising on national level, address store maintenance problems, coordinate all store relamping schedules, securing maintenance contracts on all office equipment, train and supervise all Receptionists & Clerk Typists that worked specifically for the Senior Executives.

G.H. WOOD & CO. LTD. – Toronto, Ontario

Traffic Dept., Administrator

Authorized orders for shipping and invoicing, compared shipping costs in dealing with Dangerous Goods.

OTHER RELEVANT EXPERIENCE

- * Ran a successful home-business offering both private care and services licensed by government, providing childcare for troubled children from broken homes, assisting parents in proper management of child behavior. I set up other homes in this manner.
 - * Built an in-depth data-base and trained staff to manage data on church congregation of approx. 500 (designed forms, collected data and formulated the data-base); set in place a committee for newcomers/new Christians (Bramalea Alliance Church, Brampton, Ontario)
 - * Established home cell groups in surrounding area, ran a group from my own home, responsible for ensuring care and arranging help for practical needs i.e.: home help, hospital visitations, home visits, etc., as well as conducting research for Senior Pastor (Harvest Bible Chapel, Barrie, Ontario)
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PROFESSIONAL REFERENCES

Mary Jane Bilenduke, Founder & Senior Pastor

Toronto Christian Worship Center, Toronto, Ontario 416-863-1313

Rajen Engineer, President

MNR Trading, Mississauga, Ontario 905-890-9454

Marion Lowe, Board of Directors, Treasurer

Deeper Life Christian Ministries, Mississauga, Ontario 905-270-7250

Domenic Santaguida, P.Eng, V.P.,

DELSAN Demolition & Environmental Services, Etobicoke, Ontario 416-259-6000

Sara Chan, CEO

Town & Country Shops, Weston, Ontario 416-494-3073

Francis Fernandes, Head Office Operations Manager

Town & Country Shops, Weston, Ontario 416-940-9082

Dave Moschuk, Traffic Manager

GH WOOD, Toronto, Ontario 416-255-2313
