

EDUCATION

- ◆ Business Administration, Honor Roll
- ◆ Certified in Web Development & Design, BCIT
- ◆ Various Credits towards degree in Theology, Beacon University
- ◆ Certificates in Counseling, People Management, & Effective Communication
- ◆ Computer Programming in 'Basic', Advanced Honors

PROFILE

As a result of my extensively blended background that combines home office, business management, self-employment, contract services - in high profile positions - in both for-profit and non-profit environments - I have acquired an appreciation for the uniqueness of each operation, creating strength in such areas as:

- | | | |
|--------------------------------|--|---------------------------------------|
| ◆ Administration | ◆ Office management | ◆ Exercise discretion/confidentiality |
| ◆ Supervision | ◆ Organizational skills | ◆ Communication skills |
| ◆ Management/Staff liaison | ◆ Research, analytical | ◆ Training Receptionists & Clerks |
| ◆ Improving internal processes | ◆ Flexible, resourceful | ◆ Web design & maintenance |
| ◆ Supervision | ◆ Problem solving | ◆ Working to strict deadlines |
| ◆ Positive work ethic | ◆ Reduce redundancy | ◆ Flexible & versatile, multi-task |
| ◆ Personable, team builder | ◆ Identify priorities | ◆ Develop procedural processes |
| ◆ Professional, Dependable | ◆ Advertising/interviewing/hiring Clerical Support | |

PROFESSIONAL EXPERIENCE

TORONTO CHRISTIAN WORSHIP CENTER - Assistant to Senior Pastor

- ◆ Provided administrative services and Executive Support to Senior Pastor
- ◆ Website design/maintenance, & audio editing services from my home office
- ◆ Occasional preaching at regular services as well as at services for community
- ◆ Ministering to homeless and at nursing home
- ◆ Assisted with book-writing/publishing; writing Sunday School studies; writing articles for website

WEB WORLD Maintenance & Design (Your Web, Your Way) – Business Owner

- ◆ Met and corresponded with clients to determine needs, Analyze / evaluate existing systems
- ◆ Developed and designed new websites, layouts and site graphics
- ◆ Designing logos, artwork, letterhead, business cards
- ◆ Ensure quality assurance of finished websites including validation of web forms and links
- ◆ HTML, JavaScript, and CSS, PayPal, Dreamweaver,
- ◆ Custom web design; Web site administration
- ◆ <http://www.webworldmaster.com/portfolio.htm> (samples of work and customer comments)

BRAMALEA ALLIANCE CHURCH – ADMINISTRATION SERVICES

- ◆ Maintained regular telephone contact with 400-member congregation from my home office
- ◆ Developed various programs / procedures to better accommodate increasing membership

SPECIALTY CHILD SERVICES – BUSINESS OWNER

- ◆ Provided childcare services to government agencies for kids from challenged homes
 - ◆ Assisted with set-up of other homes for this service
-

DEEPER LIFE CHRISTIAN MINISTRIES - Office Manager & Executive Assistant to Senior Pastor

- ◆ Provided Office Management, Executive Business support, and administrative support
- ◆ Trained staff as well as developed teaching materials for various areas of ministry
- ◆ Occasional preaching at regular services, youth services and banquets;
- ◆ Manage paid staff of 9 and volunteer base from a congregation of 1500+
- ◆ Served on the Board of Directors for the Accredited Bible School arm of the ministry
- ◆ Implement & maintain office systems & procedures, oversee all day-to-day functions
- ◆ Oversaw street ministry and outreach teams, marriage, youth, & Sunday school classes
- ◆ Handled all legal aspects of the ministry, employment standards, & missionary contracts
- ◆ Designed artwork for tapes/books/courses, etc.
- ◆ Maintained communication between board, missionaries, staff, pastors, congregation & lawyers
- ◆ Provided some counseling under direction of Senior Pastor
- ◆ Rapid growth environment - very progressive and fast-paced

HARVEST MINISTRIES – ADMINISTRATIVE SUPPORT

- ◆ Provided research, administration services from home office
- ◆ Responsible for Home study group set up, visitations, practical needs

DELSAN DEMOLITION & ENVIRONMENTAL SERVICES- OFFICE MANAGER & Executive Assistant

- ◆ Executive Assistant to President and two Vice-Presidents, Office Manager
- ◆ Trained/Supervised all clerical and executive administrative staff
- ◆ 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

TOWN & COUNTRY SHOPS - VARIOUS PROGRESSIVE POSITIONS**Merchandise Planning & Control Manager**

- ◆ Design/implemented new reporting structures/buying matrixes, & computerize the office
- ◆ Train / allocate / supervise 16 staff
- ◆ Provide general supervision & direction in analysis of all Special Projects
- ◆ Report directly to President, CEO and Sr. Operations Manager

Leasing & WCB Administrator, Personal Executive Assistant

- ◆ Coordinate 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

Assistant Manager, Operations

- ◆ Manage advertising on national level, address store maintenance problems
- ◆ Securing maintenance contracts on all office equipment
- ◆ Train/supervise Receptionists & Clerk Typists that worked for the Senior Executives

“Professional Service, Personal Touch”
