



Stephanie MacDonald

Experience

2006 – Present

Administrative Assistant, James C. Johnson Associates

Duties include: Greet customers, answer and direct incoming telephone calls, office filing, photocopy documents, prepare Change Orders, Contemplated Change Orders, Site Instructions, Change Directives, maintain logs for: RFI's, CCO's, S.I.'s, C.D.'s, Shop Drawings and monitor to ensure timely response is provided. Maintain project Cost Reports on a monthly basis. Maintain Contingency Analysis Reports for multiple projects on an ongoing basis. Prepare monthly invoices for various projects, transcribe e-mails/letters and send out office correspondence, log incoming e-mails, mail and courier package in Log Book. Handle incoming and outgoing mail. Responsible for maintaining and purchasing office supplies.

2002 – 2006

Administrative Assistant, Schurman Construction

Duties included: Greet customers, answer and direct incoming telephone calls, office filing, photocopying documents, submitted payroll for carpenter and labourer's, prepared time sheets for office staff and submit to Head Office, prepared Job Order for incoming jobs, completed invoicing for jobs on a monthly basis and completed corresponding Branch Report. Update Cost Reports, prepared office correspondence, handled and distributed incoming and outgoing mail. Responsible for maintaining and purchasing office supplies.

2001

**(On-the-Job Training) Clerk – Loose Application Project (Adjudicative Services),
Department of Veteran's Affairs**

Duties included: Searching for file to be matched with applications, maintaining databases in Lotus 123, tracking movement of files using RSS and CSDN Programs, contacting other departments to borrow files using Group Wise and other duties as assigned by Managers.

Academic Credentials

Compu College, Charlottetown

Graduate in Executive Office Assistant **2001**

Seneca College, North York, ON

Graduate in Floral Design (High Honors) **1994**

Charlottetown Rural High School, Charlottetown 1992

High School Graduate

Awards

Received an award for achieving 100% in Database Management

Received an award for achieving 100% in Office Simulation