



CLIENT ADVOCATE NETWORK

Connecting CAPITAL, PEOPLE & KNOWLEDGE

CAN HUMAN CAPITAL TALENT POOL

ADMIN - SS - 090407 - CAN

| | |
|--|---|
| Functional Discipline: | Administration; Office Manager |
| Years of Experience: | 20+ |
| Description of Duties: | Seamless Smooth Day to Day Operations Gatekeeper - Keeping Employer on Tract; Appointments, etc. Scheduling; Planning; Being Intuitive |
| Areas of Responsibilities: | Client Services/Customer Service-Voice of Company Bookkeeping/Accounting Functions Facilities/Vendor Relations |
| Core Competencies: | Work Ethic; Work Hard & Work Smart Good Attitude Good Common Sense |
| Industry Knowledge: | Finance Engineering Insurance |
| Personal Attributes: | Ethical Responsible Dependable |
| Greatest Accomplishments: | Having four positions of employment in the past 20+ years - longevity Orchestrating an office move for my last employer - 2007 Being hired into my last position as Office Manager. It was a position of great responsibility and diversity. 4-2004 |
| Greatest Lessons Learned: | Not to take anyone or anything for granted Never assume Listen better |
| Value Proposition: | Value is in the eye of the beholder. Each of us have different needs and different problems. The solution could be to customize to specific needs. |
| Personal Philosophy: | In the years to come, I will probably regret more what I didn't do, then what I did do. I believe Mark Twain actually said that. |
| Description of Ideal Opportunities: | To enjoy what you do. To continually learn, help others, be supportive and be rewarded |