



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