

SANDRA LINDON



PROFILE:

A detailed, organized and self directed professional with a proven track record of producing quality work within established timelines. Experienced in providing daily office operations and developing and disseminating communications with diverse individuals.

TARGET:

Administrative Professional

CORE COMPETENCIES:

- Multi-tasking
- Listening and Advising
- Communicating
- Writing and Editing
- Time Management
- Client Relations
- Office Reception
- Filing and Data Entry

COMPUTER SKILLS:

- Word, Excel
- PowerPoint, Outlook
- SnagIt
- Adobe Acrobat
- Photoshop
- Quark Xpress



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ADMINISTRATIVE EXPERTISE ●●●●●●●●

- Provided front desk representation for a large multi-national company; answered active multi-line NEC and Meridian phone system, fielding several hundred calls a day.
- Provided administrative support to 700 staff as Executive Receptionist; completed flight and travel arrangements for executive staff, booked meeting rooms and handled security issues.
- Managed several thousand land files for North Energy; located and updated files using JD Edwards and ensured accurate replacement of information.

VALUE-ADDED PROJECTS ●●●●●●●●

- Developed two complex engineering user manuals on time and under budget for Southill Corporation; independently gathered ideas, reviewed drawings, compiled materials and collaborated with company representatives.
- Assisted with the compilation of dozens of teaching manuals for Evans Associates; completed electronic layout and pagination of course material, proofread and edited, and manually assembled hardcopies.

ADDITIONAL SKILLS ●●●●●●●●

- Owned and operated an independent writing company for six years, successfully bid on and secured three major projects.
- Conducted over 100 interviews on the G8 Summit and composed profiles for publication by the Economic Society.
- Contributed various articles and interviews for publication in City magazine.
- Interviewed local celebrities and presented the news on EarWaves Radio for three years.

EDUCATION AND PROFESSIONAL DEVELOPMENT ●●●●●●●●

Journalism Certificate—*Alberta Technologies*, 2000
Bachelor of Arts; English – *University of Lethbridge*, 1991

Completed Courses: Personal Shorthand • QuickBooks Accounting • Editing and News Writing • Professional Writing • Creative Writing • Script Writing • Dealing with Difficult People • Conflict Resolution • Team Building

RELATED EXPERIENCE ●●●●●●●●

Owner/Writer – *The Write Choice*, 2000-2006
Lead Project Writer, *Southill Corporation*, (three contracts during 2003-2005)
Administrative Assistant – *Evans Associates*, 1996-2000
Executive Receptionist – *Triline Properties*, 1994-1996
Land Administrator – *AX Systems*, 1993-1994
File Clerk – *North Energy*, 1991-1993