

Deborah Ann Sobottka-Belisle

PREO Enterprises

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SKILLS & ABILITIES

Administration: Documentation standardization, data entry for taxes, budget tracking, international and domestic travel arrangements (follow-up expense claims), conference arrangements, meeting coordination, monthly, quarterly and annual reports, web content management, internet research, email and calendar management, faxing, photocopying, file management (paper and electronic), mail processing, office supply procurement, report editing, business cards, logging and tracking of government ministerial correspondence, coordination of briefing books, establish new office environment, organize process for ease of use, etc.

Communications: Drafted letters/memos, created presentations, wrote/edited/proofread procedures manual for office use, served on Committee (FMIS) to execute a study of financial expenditures, volunteered as Assistant Newsletter Editor for Ottawa Romance Writers Association (ORWA), Program Coordinator for Capital Crime Writers (CCW), developed group program, coordinated workshop evenings, and interviewed potential speakers, conducted several research interviews as a freelance writer.

Management: Effectively manage office unsupervised, train replacement support staff, respond to office procedural and computer inquiries through trouble-shooting, records and file management.

Inter-personal Relations: Experience in working under extremely stressful situations, flexible, experience in conflict resolution, work well unsupervised and as a team member, tactful and discreet, enthusiastic and cheerful, dedicated to getting the job done in a time-effective and thorough manner.

Creativity & Innovation: Some web work. Prepare newsletters, flyers, policies, and proposals, establish improved office procedures to effect highest efficiency of office production, compose letters, memos, company policies, set up complex time-saving office procedures, create time tracking system using MS Excel, as a freelance writer, write articles for newsletters, design and write newsletters, write short stories and various novels, research projects, etc.

PROFESSIONAL DEVELOPMENT:

Communications: Classes in French language (basic), Stress Management, Conflict Resolution Skills, Interpersonal Communications

Computer Applications: Windows NT/ME/XP/98/2000/XP/Vista, WordPerfect, MS Office Suite, Groupwise Email, Lotus 1-2-3, dBASE, Quatro Pro, CIMS, CAS (Corporate Administration Systems), Filemaker Pro, AccPac, InMagic DB textworks, Eudora (email)

Office Management: Classes in Time Management, Fundamental Office Practices & Procedures

Other: Classes in Creative Advertising, Media Relations, Creative Writing, Review Mathematics

HIGHLIGHTS OF WORK HISTORY***Virtual Admin Support Services****PREO Enterprises (self-owned)**Mar 2011 - present*

Provide a wide variety of jobs, tasks, document manipulation, graphs, spreadsheets, etc.

Administrative Assistant*Mar 2003 – Mar 2006**Canadian Public Health Association*

Set up and manage administrative aspects of office. Created and manage financial tracking system for 7 projects. Coordinate travel for 16 staff, and complete general office tasks.

Secretary to Director (AS-01)*Nov 2001 – Jan 2002**DND – Office of Critical Infrastructure Protection and Emergency Preparedness (agency)*

Established office. Logged and tracked all ministerial correspondence.

CR-04*Jan 2001 – Nov 2001**Canadian Customs and Revenue Agency (agency)*

Worked for three managers and 21 officers. Meeting arrangements and travel.

Administrative Assistant*Sep 2000 – Jan 2001**Agency (various short-term assignments)*

General office responsibilities.

ST-SCY-03*Apr 2000 – Sep 2000**Finance Canada, G-20 Secretariat (agency)*

Established office. International and domestic travel coordination. Used CIMS to track ministerial correspondence.

ST-SCY-03*Aug 1999 – Mar 2000**Finance Canada, Tax Policy (agency)*

Established office. Worked for Senior Chief and ten officers. Conference coordination. Ministerial correspondence.

Administrative Assistant*Jun – Aug 1999**William M. Mercer Limited (agency)*

Prepared large reports, Cerlox binding, power point presentations, travel arrangements.

ST-SCY-03*Aug 1998 – May 1999**Finance Canada, International Finance (agency)*

International and domestic travel, ministerial correspondence, revamped filing system.

Office Coordinator - Employment Agency, Ottawa, Ontario*1998****Student (Algonquin) - Accounting, French, Computer Applications****1995-1997****Office Coordinator - Agriculture & Agri-Food Canada, Ottawa, Ontario****1988-1995****Secretarial - Employment Agencies, Ottawa, Ontario****1986-1988****Secretarial - EMR, National Defense, CEF, Ottawa, Ontario****1983-1986****Feel free to request a detailed resume.***