

Heather Cameron, Executive Assistant

Atlantic Business College, Fredericton, NB, Graduated with a Diploma as a Secretary Receptionist, 1992

Areas of Practice

- Client Service
- Project Administrative Procedures
- Quality Management System Coordinator
- Sharepoint Software Coordinator
- Hardware Technical Support
- Documentation Production

Professional Experience

RJ Bartlett Engineering Ltd, Fredericton, NB 1993 to present

- Document production.
- File management.
- New employee orientation.
- Project/Contract administration.
- Sharepoint management.
- Computers: Troubleshooting network issues, database issues, and general inquiries.
- Sharing files on internal network of computers within the office.
- Responsible for internal network, technical support, backup of files, and computer maintenance/troubleshooting.
- Proficient in the use of Windows 10, MS Office 2013, Sharepoint.
- Use of Adobe Acrobat XI Standard for file conversion.
- MS Office for windows, including Word, Excel, and PowerPoint for the production of documents, preparation of reports, letters, specifications, memos, and proposals.
- Scanning and photo manipulation using Windows Photo Gallery and MS Office Picture Manager.
- KM-Net Accounting for the preparation of monthly photocopy printouts.
- Océ Plotwave Console for the preparation of monthly plotting printouts.
- Quality Management System Coordinator.

