

### FREDERICTON OFFICE

1133 Regent Street, Suite 113 Fredericton, New Brunswick E3B 3Z2

Phone: (506) 459-3070

### HALIFAX OFFICE

1046 Barrington Street, 3<sup>rd</sup> Floor Halifax, Nova Scotia B3H 2R1

Phone: (902) 496-3070

# Karen Fair, Office Manager

### **Areas of Practice**

- Supervisor
- Customer Service
- Invoice Production
- Administrative Support

## **Professional Experience**

TD Canada Trust, Fredericton, NB – 1982-2003
Scotia McLeod, Fredericton, NB – Administrative Assistant 2004-2009
RJ Bartlett Engineering Ltd, Fredericton, NB – Administrative Assistant 2010-2011
RJ Bartlett Engineering Ltd, Fredericton, NB – Office Manager 2011-Present

- Supervise administrative staff.
- Proficient in QuickBooks and Microsoft Office.
- Prepare and issue monthly invoices.
- Accounts payable/receivable.
- Client follow-up and coordination of payments from clients.
- Reconcile bank and visa statements.
- Month-end reporting.
- Professional licensing renewals and updates.
- Service contracts monitoring.
- World Vision/United Way year-end donations/ tax receipts.

