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## **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

- Contract/PO/Insurance coordination between insurance company, project coordinator, and clients.
- Document production.
- File management.
- New employee orientation.
- Project administration.
- SharePoint management.
- Quality Management System Coordinator.
- Alternate Company Security Officer.
- 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, Microsoft 365, SharePoint, and Adobe Acrobat.
- 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.
- Month-end procedures.

September 2021

