

Sarah Greenlaw, Administrative Professional

Eastern College, Halifax, NS, Graduated with an Honours Diploma as an Executive Office Assistant, 2010

Areas of Practice

- Client Service.
- Reception.
- Document Production.
- Administrative Support.

Professional Experience

RJ Bartlett Engineering Ltd, Halifax, NS 2016 to present

- Document production, including reports, fire safety plans, proposals, and specifications.
- Contract/PO/Insurance coordination between insurance company, project coordinator, and clients.
- Reception duties.
- Proficient in the use of Windows 10, Microsoft 365, SharePoint, and Adobe Acrobat.
- Scanning and photo manipulation using Windows Photo Gallery.
- Transcription of Project Minutes of Meeting.
- File management support.
- Month end procedures.
- Quality Management System support.
- Company website.
- New employee orientation.

SNC-Lavalin Inc., Halifax, NS 2013 to 2016

Project Administrative Assistant

- Document production, including meeting minutes, requests for information, multi-discipline specifications, reports, and change orders.
- Security procedures.
- Travel arrangements for project staff.

SNC-Lavalin Inc., Halifax, NS 2011 to 2013

Document Controller, Construction Phase Services

- Organizing, tracking, and issuing construction phase services documents, such as shop drawings, requests for information, site reports, and change orders.

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