

## **Sarah Greenlaw, Executive Assistant**

Eastern College, Halifax, NS, Executive Office Assistant – Honours Diploma, 2010

### **Areas of Practice**

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

### **Professional Experience**

RJ Bartlett Engineering Ltd, Halifax, NS 2016 to Present

- Document production, including proposals, reports, fire safety plans, and specifications.
- Contract/PO/Insurance coordination between insurance companies, project coordinators, and clients.
- Project administration.
- Reception duties.
- Proficient in the use of Windows 10, Microsoft 365, SharePoint, and Adobe Acrobat.
- File management.
- Month end procedures.
- Quality Management System support.
- Company website.

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.

January 2024

