

Joan Flannigan

Halifax, NS

connorflannigan2_sww@indeedemail.com - 9024751487

WORK EXPERIENCE

Office Assistant (part-time)

Clutterbug Cleaning & Organizing - Halifax, NS -

2017-09 - Present

I help prepare work schedules daily and staffing schedule as well as type and email invoices to clients. Also answer phone and pick up supplies each week.

Administrative Assistant

Johnson Controls -

2015-09 - 2016-09

Administrative Assistant

Ray Hartlin Painting -

2001-04 - 2015-09

Administrative Assistant

Edgecombe Properties - Halifax, NS -

1989-08 - 1996-06

EDUCATION

Medical Secretarial Diploma

Margille Career College

SKILLS

Microsoft Office, Quickbooks, Excel, payroll

AWARDS

Honours

1988-06

Graduated High School with Honours and a Business Education Diploma.