
Lindsey Wegner

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SKILLS

Microsoft Office

Windows and Mac Systems

Medical Terminology/Medical Transcription/Medical Office Procedures

Osler /Wolf Medical System Programs

EXPERIENCE

VARSTEEL LTD, Delta, BC

Receptionist/Administrative Assistant

2016 –2020

- Manage logistics for Delta CTL and USA orders as well as complete and send purchase orders for operations and management
- Order batching/invoicing, heat changes, and cuts for customer orders along with scheduling orders for customers/branches
- Manage orders for the CTL line, compile orders for customers and branches through computer system
- Perform various clerical duties, including file management (hard and electronic copies) and data entry
- Complete customs documents for orders shipping to the USA
- Manage, update and create spread sheets and logging various procedures and daily completion of materials cut
- Data Entry

CASCADIA METALS, Delta, BC

Receptionist/Administrative Assistant

2015 - 2016

- Performed various clerical duties, including: operating a multi-line phone system, relaying messages, sending and receiving faxes, ordering office supplies, and handling payments
- Processed daily invoice/sales orders (email and fax)
- Man Hour reports/time management/lost time reports for the Quality Control Supervisor
- Basic accounting/data entry

VERMONT PROPERTY GROUP, Tsawwassen, BC

Office Administrator (Laid off, due to Company restructuring)

2014 - 2014

- Performed accounting/bookkeeping duties, including: collecting tenant rent receipts and new tenant information (Yardi Genesis), bank deposits and reconciliations, and cheque printing, as well as reception duties
- Handled monthly invoicing and entering accounts payable/receivable in QuickBooks
- Sorted/distributed office mail and sent out courier packages
- Filing and sorting of tenant files and forms

PACIFIC QUORUM PROPERTIES, Vancouver, BC

Administrative Assistant

2012 - 2013

- Provided administrative assistance to six property managers
- Performed secretarial duties (recording/distribution of minutes) to the Employee Advisory Committee (EAC)
- Assisted with various clerical duties, including: photocopying, filing (paper and electronic), reception coverage on a multi-line phone system, and created forms (mailed and emailing) for Strata buildings
- Accomplished all administrative duties such as Memos, Minutes from Strata meetings, correspondence to residents/owners.

PARK PLACE PROPERTY SERVICES, Richmond, BC

Executive Assistant (Sold to Pacific Quorum Properties)

2010 - 2012

- Provided assistance to the company President
- Daily administrative and reception duties as requested
- Provided bookkeeping services for Strata buildings, and handled petty cash

EDUCATION

Delta Medical Clinic (Practicum), Ladner, BC - 140 hours

2008

Academy of Learning, Richmond, BC - Medical Office Assistant Diploma

2008

South Delta Secondary School, Delta, BC - High School Diploma

2002

References available upon request