**Lindsey Wegner Office Administrator**

*lindseywegner01@gmail.com* • *LinkedIn (778) 879 1169*• *Delta, BC, V4M 2H8*

Detail-driven and meticulous administrative professional with expertise in planning and coordinating and keeping work environments moving efficiently through effective task management. Reliable team member demonstrating communication, interpersonal, and organizational skills to establish and maintain professional ties with clients, colleagues, and senior personnel. Known for displaying high ethical standard, integrity, and confidentiality while always exceeding expectations independently or as part of a team. Resourceful and expert at prioritizing and multitasking within fast-paced and deadline-driven office environments. Leverage strong multitasking skills to manage data entry, invoicing, inventory control, returns processing, and purchasing. Manage calendars for executives, including meetings / appointments and travel arrangements. ***Areas of Expertise include:***

|  |  |  |
| --- | --- | --- |
| * Office Administration | * Data Entry | * Organization & Planning |
| * Logistics Management | * Office Filing Systems | * QuickBooks |
| * Order Scheduling & Maintenance | * Quality Control | * Billing & Record Keeping |

**Professional Experience**

**VARSTEEL LTD** • Delta, BC • 2016 - 2020

*Varsteel Ltd. is a leading provider of steel, rebar, pipe, piling, and structural steel in Western Canada and United States*.

**Receptionist/****Administrative Assistant**

Compiled all orders for customers and branches of CTL line utilizing computer systems. Oversaw, managed, and maintained logistics for continuous and uninterrupted operation for Delta CTL and USA orders. Upkept and spearheaded order batching, invoicing, heat changes, and material cuts for customer orders as well as, scheduled orders for customers and branches through spread sheets and logging various procedures. Created, processed, and filed customs documents for orders shipping to USA. Maintained office filing systems. Prepared and sent purchase orders for operations and management.

**Key Accomplishments:**

* Coordinated all department functions of company, ensuring efficient running of operations.
* Commended by staff members for showcasing good attitude and time management.

**CASCADIA METALS** • Delta, BC • 2015 - 2016

*The Company's line of business includes the marketing of semi-finished metal products*.

**Receptionist/Administrative Assistant**

Administered clerical duties, including: operating a multi-line phone system, relaying messages, sending/receiving faxes, ordering office supplies, and handling payments. Processed daily invoice/sales orders (email and fax), and prepared, composed and distributed correspondence/memorandums, reports, forms, and business graphics using appropriate computing media.

**Key Accomplishments:**

* Provided exceptional support to Quality Control Supervisor in time management, manning hour reports, and lost time reports through basic accounting and data entry.

**VERMONT PROPERTY GROUP** • Tsawwassen, BC • 2014 – 2014\*

*Vermont provides management of development process from inception through construction to occupation.*

**Office Administrator** *(\*Laid off due to company restricting)*

Provided secretariat support through accounting/bookkeeping duties, such as collecting tenant rent receipts and new tenant information (Yardi Genesis), bank deposits, reconciliations, and cheque printing, as well as reception duties including filing and sorting of tenant files and forms. Coordinated appointments and meetings and took minutes of meetings.

**Key Accomplishments:**

* Upgraded skills in QuickBooks and increased knowledge of commercial real estate.
* Increased correspondence efficiency by managing, sorting, and distributing office correspondence, including mail and courier packages.

**PACIFIC QUORUM PROPERTIES** • Vancouver, BC • 2012 - 2013

*Pacific Quorum Properties offer Strata Management, Rental Property Management, and Commercial Property Management services.*

**Administrative Assistant**

Provided secretarial support in preparation for important meetings and events including scheduling and coordinating meetings and appointments for Employee Advisory Committee (EAC) and taking minutes. Performed general administrative and clerical duties such as filing, photocopying, delivering reception coverage on a multi-line phone system, correspondence to residents/owners and creating forms (mailed and emailing) for Strata buildings memos.

**Key Accomplishments:**

* Supported 6 property managers; typed, and sent out meeting minutes, memos, and notices.

**PARK PLACE PROPERTY SERVICES** • Richmond, BC • 2010 - 2012

*Full-service property management & leasing company with a focus on residential and commercial properties (Sold to Pacific Quorum Properties).*

**Executive Assistant**

Supported Directorate and performed daily specialized administrative and reception duties to ensure accurate, efficient, and timely processes.

**Key Accomplishments:**

* Promoted from Receptionist to Executive Assistant, acquiring more knowledge about QuickBooks.
* Delivered bookkeeping services for Strata buildings, managing petty cash.

**Education & Training**

**140 hours** **|** Delta Medical Clinic (Practicum),Ladner, BC, **2008**

**Medical Office Assistant Diploma |** Academy of Learning, Richmond, BC, **2008**

**High School Diploma |** South Delta Secondary School, Delta, BC

**Technical Skills:**

Microsoft Office Windows | Mac Systems Medical Terminology | Medical Transcription | Medical Office Procedures | Osler /Wolf Medical System Programs