

Amy Dawn Dail
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Objective

- To obtain employment in a people-facing and administrative environment where I can utilize my organizational and interpersonal skills.

Experience

Administrative Assistant <i>The Pregnancy Resource Center of Moncton</i>	February 2005 to Present <i>Moncton, NB</i>
Responsible for financial database, donor relations, office management, overseeing maintenance, some secretarial duties, and reception.	
Assistant to the Registrar's Office <i>Atlantic Baptist University</i>	June 2004 to February 2005 <i>Moncton, NB</i>
Provided administrative support for the Office of the Registrar.	

Education

Bachelor of Science <i>Atlantic Baptist University</i>	1999 - 2003 <i>Moncton, NB</i>
Certificate in Elementary Arabic <i>The American University in Cairo</i>	June 2002 - July 2002 <i>Egypt</i>
High School <i>Colchester Christian Academy</i>	1996 - 1999 <i>Truro, NS</i>

Skills

Technical Skills

Proficiency in the use of several software programs, including Microsoft Office, financial database software, and Access databases.

Ability to learn new software programs quickly and easily.

Social Skills

Excellent organizational, administration and interpersonal skills.

Personal

Cooking, reading, hiking and working with youth.

References

Available Upon Request