

Michelle Hutchinson

☎ 647.309.2068 ☎

☎ michelle@michellehutchinson.ca ☎

☎ #317 50 Holly Street, Toronto ON, M4S3E9 ☎

Work Experience

Data Entry Clerk (1 week contract)

March 2017

Pro Count Staffing, Toronto, ON

- ☎ Entered orders into JAS system
- ☎ Emailed invoices to clients
- ☎ Directed client inquiries

Administrative Assistant

November 2016-March 2017

Trillium Gift of Life Network, Toronto, ON

- ☎ Managed the calendar of the director and both managers of the Hospital Programs team including travel arrangements.
- ☎ Coordinated quarterly meetings including catering, location, preparing materials, etc.
- ☎ Prepared and shipped serology bags province-wide
- ☎ Maintained internal stakeholder lists and databases
- ☎ Prepared PowerPoint presentations
- ☎ Drafted, refined, and distributed mass emails
- ☎ Provided meeting minutes and agendas

Resource Desk Administrator & Administrative Assistant

May 2015-July 2016

Homewood Health Inc., Toronto, ON

- ☎ Managed calendars and travel arrangements for two Executive Vice Presidents
- ☎ Provided meeting minutes and agendas
- ☎ Managed the reception desk including all telephone calls and in-person inquiries
- ☎ Maintained the office common areas including liaising with appropriate building and maintenance staff
- ☎ Managed petty cash
- ☎ Assisted with Release of Information processing while adhering to strict confidentiality guidelines
- ☎ Maintained various databases
- ☎ Created and managed internal forms

Call Centre Representative

February 2013-May 2015

Appletree Medical Group, Toronto, ON

- ☎ Provided appointment and wait times as requested
- ☎ Called patients as requested by MDs

Administrative Assistant

September 2010-May 2011

Department of Computer Science & Engineering, York University, Toronto, ON

- ☎ Archived and digitized records
- ☎ Scheduled student appointments with the dean
- ☎ Miscellaneous administrative tasks as required

Administrative Assistant

June 2009-August 2009 & April 2010-September 2010

Sexton McKay Ltd., Richmond Hill, ON

- ☎ Managed the reception desk including answering the telephone and handling incoming and outgoing mail/couriers
- ☎ Managed petty cash and maintained stock of office supplies
- ☎ Checked invoices and created purchase orders
- ☎ Archived and digitized records
- ☎ Drafted and proofread correspondence

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Education

Honours Bachelor of Arts, **Psychology**

York University, 2013

Honours Bachelor of Arts, **English**

York University, 2011

Skills

Administration of psychological tests
Adobe Acrobat
Attention to detail
Booking appointments
Calendar management
Communication
Confidentiality
Customer service
CSS
Data entry
Detail-orientated
Drafting correspondence

Email
Faxing
Filing
Form creation
HTML
Intranet
Mail & couriers
Managing inventory
Meeting agendas/minutes
MS Excel
MS Outlook
MS PowerPoint
MS SharePoint

MS Word
Office management
Organization
Petty cash
Printing
Prioritization
Problem-solving
Reception
Scanning
Telephones
Transcription
Travel arrangements