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|  | Jamie LeFort  executive assistant |  |

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| Contact 613-552-2037  jamie.lefort@rogers.com  Toronto, ON | Objective Enthusiastic and hard-working individual with experience in fast-paced client facing environments, seeking to build on her skills with a strong interest in human connection, internal logistics, and technology. |
| Education **University of Toronto** 2016-2021 *Bachelor of Science, double major in Linguistics & Earth and Environmental Systems* | Experience 2022 – Present  **Operations & Facilities Administrator • BMO Capital Markets**   * Oversee and delegate day-to-day operations of Facilities team * Monitor shared inbox, assign emails to appropriate teams and respond to clients efficiently * Oversee reception desk, interact with clients face-to-face on a daily basis * Main point of contact for external vendors and internal maintenance requests; maintaining spreadsheets and work order data * Manage building access & security requests, updating seating plans and occupancy data, coordinating small and large scale floor move logistics   2019 – 2020  **Copy Editor • UC Review**   * Promptly carried out copyediting assignments under short deadlines * Checked and corrected spelling, grammar, style, and consistency to publishing standard * Copyedited both poetry and prose adhering to publication's style guide   2017 – 2019  **Academy Assistant/Receptionist • Kamera Talent**   * Managed administrative and organizational duties, day-to-day and long term * Answered phones, booked appointments, and managed calendars * Created and posted content & advertising material for social media accounts * Proofread and edited all outgoing emails, social media posts, and website material |
| Proficiencies Outlook  Excel  Word  PowerPoint  Teams  Visio | Skills  |  |  | | --- | --- | | Problem-solving Logistics Time management Attention to detail Initiative | Adaptability Communication Teamwork Follow-through Professionalism | |