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|  | Jamie LeFortexecutive assistant |  |

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| Contact613-552-2037jamie.lefort@rogers.comToronto, ON | ObjectiveEnthusiastic 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*  | Experience2022 – 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
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| ProficienciesOutlook Excel Word PowerPoint Teams Visio | Skills

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| Problem-solvingLogisticsTime managementAttention to detailInitiative | AdaptabilityCommunicationTeamworkFollow-throughProfessionalism |

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