

CONNIE WILLIAMS

Associate with Chrysolinthe Database & Office Support

Professional Profile

- Excellent communication skills thus providing exceptional customer service
- Independent worker as well as an effective team member
- Accepts new challenges with a positive attitude and adapts to change with ease
- Intermediate to advanced computer skills including graphics, accounting, and website development software
- Strong initiative to work under pressure and manage deadlines
- Time management exhibiting skills to multi-task, prioritize and remain organized
- Willingness to learn with excellent work ethics and drive to succeed

Employment History

- Marketing Consultant , Homes Canada (current) - Calgary, AB
- Freelance Writer, Webmaster and Virtual Assistant (ongoing)
- Office Administrator, United Utility Workers' Association, (3 years) Calgary, AB
- Marks Staffing, Temp Office Assistance, (3 Years) Calgary, AB
- Advertising/Marketing Consultant, North Hill Publications, (2 years) Calgary, AB
- Assistant Manager ,Upstairs Jazz Club, (5years) Montreal, Quebec
- Owner/Manager , Creative Communications, (6 years) Calgary, AB
- Alberta Correspondent/Manager, Grocer Magazine, (2 years) Calgary, AB

Professional Accomplishments

- Received award for the highest sales in 42 years of company history resulting with promotion to manager of sales team
- Responsible for the management of all office daily functions, staff duties, sales staff and trained and managed a staff of 9
- Coordinated monthly and annual meetings, office functions, trainings and conferences
- Coordinated special events and responsible for scheduling daily entertainment
- Preparation of annual reports, websites, newsletter publishing, power point presentations; spread sheets, brochures, ads, company profiles and video script writing, and print promotional materials
- Prepared site specific Emergency Response Plan manuals for the Government of Alberta owned properties
- Managed company payroll, T4's, accounts receivables/payables, reconciliations, monthly and annual financial reports and monitoring both monthly and yearly budgets
- Handled all administration with company contract database and assisted with tenders, bids and contract writing
- Consult with clients on advertising and promotion and marketing strategies
- Territory management maintaining current clients and developing new clientele
- Coordinated Alberta food industry news, public relations and magazine promotions
- Responsible for writing 1 feature article monthly and column industry news

Post Secondary Education

1986-1988 – Mount Royal College

Professional Writing Diploma

University Transferrable to Communications Degree

1980 – Present

Continuing Education Courses

The Practice of Public Relations, Business Management Fundamentals, Basic Economics, Business Communications, Marketing, Small Business Management, Market Research, Leadership Skills, Public Speaking, Labor Law, Supervising skills, Think like a Manager, Microsoft Office Applications, Simply Accounting, C Programming, JavaScript Programming, Introduction to Web design, HTML Fundamentals, Advanced HTML, Internet Fundamentals, Front Page, Photoshop for the Web

References Available Upon Request