

**Don Ocean**  
234 Grant Avenue  
Charlottetown, PE R3L 2J8  
(902) 453-5123

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**Objective:** To obtain the position of **Office Assistant** with **Bailey & Associates**

### **Summary of Skills**

- Over 8 years in the Administrative field
- Proven track record in building and maintaining a client base
- Self-motivated and confident in making independent decisions
- Very well organized and able to meet deadlines
- Work well as a member of a team as well as with minimal supervision

### **Relevant Experience and Skills**

#### ***Administrative Skills***

- Scheduling appointments for clients in a timely manner and organizing the calendars for over 10 staff members
- Answering the telephone and responding to public inquires regarding services
- Filing documentation and maintaining and organized filing system

#### ***Computer Skills***

- Mastered desktop operational systems and effectively provided support of users and organizations for several years
- Successfully installed and configured a Linux networking operational system in less than 3 hours
- Skilled at typing and formatting documents and office reports

#### ***Customer Service/Communication Skills***

- Extensive experience greeting the public and responding to their inquiries
- Provided technical support to customers by answering their computer questions in a timely and efficient manner

## Education

### **Administrative Assistant Diploma**

Holland College                      Charlottetown, PE                      1998

## Additional Training/Courses

Linux Level III-Web Admin	2006
JAVA Level III-Services	2006
Introduction to Networking	2005
Corel Linux Seminar	2005
WHMIS	2003

## Work History

### **Office Administrator**

Career Services                      Charlottetown, PE                      2004-Present

### **Receptionist**

Ocean Associates                      Summerside, PE                      1998-2004

### **Customer Service Representative**

Advantage Communications                      Summerside, PE                      1994-1997

## Volunteer

### **Treasurer**

Sherwood Lion's Club                      Charlottetown, PE                      2004-Present

*References Available Upon Request*