Bev Garnett

Education History

Virtual Author’s Assistant Training and Certification Program

2012 – April, 2013

Virtual Assistant Certificate Program

Red Deer College (eCampus)

June, 2011

Administrative Assistant Diploma

Lethbridge Community College

1998

Office Assistant Certificate

Lethbridge Community College

1997

Work History

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| Administrative Support III  Religious Studies, Liberal Education, History, Philosophy, and English  University of Lethbridge  Administrative Support II  Anthropology  University of Lethbridge  External Funding Clerk (CR3)  Lethbridge Research Centre (Livestock Section)  Administrative Support Biology Department  University of Saskatchewan | 2004 - present  2001 - 2004  1997 - 2001  1981 - 1983 |

Key Results:

* Provided assistance to five department chairs/coordinators
* Provided assistance to 40 faculty members
* Provided assistance to graduate students/sessionals/undergraduate students/general public
* Assisted with preparation of department timetables, textbook requisitions, desk copy requests
* Arranged for office space and equipment
* Organized conferences/guest speaker events (Tagg-Yoshida Lecture Series, Research in Religious   
  Studies Student Conference, PHIL Undergraduate One-day Conference, department Speakers’ Series)
* Proofread documents
* Drafted correspondence
* Assisted with department faculty searches (spreadsheets, room bookings, poster preparation, travel arrangements)
* Set-up meetings for departments, Global Citizenship Cohort, Liberal Education Revitalization Team
* Maintained filing system for four departments
* Administered/tabulated online/manual course evaluations
* Maintained department websites
* Compiled/maintained Religious Studies Video/DVD collection and Buddhist book collection
* Maintained a number of department display boards
* Maintained 16 financial accounts (note: two of these accounts require maintenance if conferences are held)
* Organized travel arrangements
* Ordered lab/office material
* Assisted with new staff orientation
* Prepared PowerPoint presentations
* Completed online expense claim forms (proxy for number of individuals)
* Completed paperwork for student marker hiring (PAF forms, etc.)
* Demonstrated ability to handle multiple tasks
* Provided exceptional customer service
* Demonstrated outstanding problem solving and active listening skills
* Maintained positive working relations with co-workers
* Obtained strong communication skills (both written/oral)
* Maintained a positive and energetic attitude
* Demonstrated strong organizational skills
* Demonstrated strong individual and teamwork skills

Continuing Education

* On campus workshops: Office 365 Overview, Using OneDrive, Acquiring Goods & Services Workshop, iWeb Financial Transactions Workshop
* How to Finish What you Start and Achieve Your Goals - Webinar – January 2013
* MS Excel 2010 Level 1 (refresher course) – Corporate and Workforce Development – May 2012
* Virtual Assistant Certificate Program (see Education History) – this course included Adobe Photoshop and Dreamweaver CS5 Training
* Drupal Training (new software program for University of Lethbridge websites) – 2010/2011 and ongoing
* Moodle Training (new program being used for classroom education at the University of Lethbridge) – 2010/2011 and ongoing
* RELS3501A – Theology in American Protestant Hymns (University of Lethbridge – Summer 2007)
* WMST1000N – Knowing Bodies: An Owner’s Manual (University of Lethbridge – Fall 2006)
* RELS1000B – Introduction to World Religions (University of Lethbridge – Spring 2006)
* Using Scanners & Digital Cameras (University of Lethbridge – CRDC – March 2002)
* Creating Paint Shop 6.0 Web Graphics (Lethbridge Community College – Terry Royer Institute – Spring 2000)
* Creating Web Pages with HTML (Lethbridge Community College – Terry Royer Institute – Fall 1999)

Memberships

* Member, Office Administration Advisory Committee (Lethbridge Community College) – 2002 – 2004
* Member, Team Committee (Agriculture and Agri-Food Canada) – 2001
* Member, International Association of Administrative Professionals (IAAP) – Lethbridge Chapter – 1997 – 2001
* *Outlook* Editor (IAAP Lethbridge Chapter Newsletter) – 2000 – 2001
* Secretary (IAAP) – Lethbridge Chapter – 1999 - 2000

Community Involvement

* Administrative Support Restructuring Committee Member (Faculty of Arts & Science) – 2010
* Lethbridge Association for Community Living (LACL) – Board Member – 2006 - 2010
* Allan Watson High School – Secretary/Treasurer – School Council – 2005 – 2007
* R & R Theater Productions – Cast Member – 1999 – 2003; 2008; 2009
* Lethbridge Soccer Coach (Level 1 Coaching Certification) – 1993 – 1998; 2000 – 2001
* Gilbert Paterson School Council – Secretary – 1999 – 2000
* Lethbridge Community College CAI Chapter – President/Vice-President – 1996 – 1997
* Lethbridge Youth Strings Association – President – 1995 – 1997
* Agnes Davidson Elementary School Council – Secretary/Library Assistant; Parent Classroom Rep – 1994 – 1997
* Lethbridge Playgoers Society – Member – 1994 – 2005
* Lethbridge Musical Theatre Productions – Chorus Member – 1989 – 1994; 1998

Interests

* Travel, Sports, Music, Cross-stitching, Reading