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 IIIReligious Studies, Liberal Education, History, Philosophy, and EnglishUniversity of LethbridgeAdministrative Support IIAnthropology University of LethbridgeExternal Funding Clerk (CR3)Lethbridge Research Centre (Livestock Section)Administrative SupportBiology DepartmentUniversity of Saskatchewan | 2004 - present2001 - 20041997 - 20011981 - 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