

LEE SMITH

33285 – 13th Avenue, Mission, BC V2V 4Y8
Cell: 604-866-2777 Email: lsmith.bc@gmail.com

Dear Sir/Madam,

I am writing you in hopes that you will review my resume and consider me for any positions you currently have, or positions you may have in the future.

A little about me:

I formerly worked for SCI, Forest Lawn Cemetery and Ocean View Burial Park in Burnaby, BC. My position there was Senior Clerk in the Marker Department and my duties consisted of all phases of memorial ordering from contract to placement on the burial space. This included consulting with Family Service Counsellors, Management and outside burial staff, liaison with a variety of outside foundries and working side by side with all other departments within the cemetery.

I left my position there to spend time with my family and children and have grown to miss this field of work immensely!

I'm an extremely compassionate, caring and kind person and know I would fit in well with any organization within this field of work.

I do have a variety of office administration as well as supervisory experience as you will see when reviewing my resume. I also have a very dedicated, strong work ethic.

I would be happy to meet with you at your convenience when you have a position available.

Thank you very much for your time and consideration.

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OFFICE ADMINISTRATION/SUPERVISORY EXPERIENCE:

- Over 8 years experience as an Administrative Assistant & Office Management
- Training and assisting co-workers and managers
- Organize, implement and co-ordinate work flows from start to finish
- Ability to adapt generic systems to meet specific company needs by compiling, planning and writing office manuals for future use
- Reading, assessing cemetery contracts for accuracy
- Read, interpret information on blueprints, engineering plans and municipal maps
- Maintain and update an databases and assess their efficiency
- Maintain extensive and comprehensive paper and electronic filing systems
- Prepare and audit cemetery inventory reports
- Establish priorities and follow instructions accurately to meet deadlines in a busy office
- Ordering products online
- Liaising with outside vendors
- Handle and route phone calls for a staff of over 20 in a busy office
- Strong computer skills including MS Word, Excel, Outlook, Windows 2007, Simply Accounting, Access, QuickBooks
- Keyboard speed 50 wpm
- Office supply maintenance
- Familiar with all office equipment such as Fax, Photo copiers etc. and office procedures
- Dedicated and enthusiastic with a strong work ethic
- Proven ability to establish rapport with clients and co-workers resulting in positive, profitable relationships
- Excellent interpersonal skills with the ability to work well within a team environment or independently

WORK HISTORY

Traffic Control Person/Lane Closure Technician
2010 - Present
Triumph Traffic/LaneTec Traffic
Abbotsford/Richmond
Administration Clerk
October, 2003 – March, 2007
Forest Lawn Cemetery and Ocean View Burial Park
Burnaby, BC

EDUCATION

In-house training & Continuing Education
2003 – 2007
SCI University Online (Cemetery)
Office Administrator Diploma
2001
Academy of Learning, Surrey
On the job training – City of Surrey
1998 & prior

References will be supplied upon request, in confidence.