

Georgia Taylor

416.000.0000 ☎ gtaylor@hotmail.com

Objective: Executive Assistant

Profile

- 15 years' experience in office administration includes 3 years' as an Executive Assistant
- Extensive computer background; MS Office, SYSPRO (Accounting and Inventory Control), Maximizer, and programming in HTML
- Responsible for hiring, training, and supervising staff
- Organized product launches for Air Transat Holidays
- Created a marketing campaign directly responsible for 90% of new business
- Provided tier-2 support in resolving customer service and HR problems
- Maintained excellent working relations with office manager while taking over responsibility for 30% of her tasks
- Commended by managers for "taking the bull by the horns"

Achievements

- Asked by managers at Air Transat Holidays to create new Groups Department
- Reduced the time required for administrative tasks from weeks to minutes
- Walked 1800 feet in a foot and a half of snow in heels to close a deal

Employment Experience

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| <p>Owner / Designer, BIGFX WEB DESIGNS AND PRODUCTIONS, Toronto, ON</p> <ul style="list-style-type: none"> ▪ Responsible for all operations ▪ Performed all administrative tasks including bookkeeping, filing, correspondence ▪ Created a marketing strategy to obtain and maintain customers ▪ Built and managed a client base by offering quality customer service | <p>2000 - current</p> |
| <p>Marketing Manager, RANDOM MFG. & DIST. LTD., Toronto, ON</p> <ul style="list-style-type: none"> ▪ Created and managed a new marketing campaign ▪ Generated a new revenue stream within the marketing campaign by producing monthly flyers featuring various suppliers ▪ Responsible for different marketing projects | <p>2004 - 2005</p> |
| <p>Executive Assistant to the President of Tourism Ontario
TOURISM ONTARIO, Toronto, ON</p> <ul style="list-style-type: none"> ▪ Coordinated events and meetings; assembled information packages | <p>2000</p> |

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Employment Experience continued

Bookkeeper , NESTERS MARKET, Scarborough, ON	1999
Executive Assistant to the V.P. of Design and Development ELEPHANT & CASTLE GROUP, Toronto, ON	1997 - 1999
<ul style="list-style-type: none"> ▪ Managed and coordinated all aspects of the development department ▪ Assisted to create an efficient flow of communication and information between the team of contractors, architects, project managers, and department heads ▪ Ensured that the department ran productively and efficiently 	
Groups Coordinator , AIR TRANSAT HOLIDAYS, Toronto, ON	1994 - 1997
<ul style="list-style-type: none"> ▪ Implemented and initiated the Groups Department of Air Transat Holidays ▪ Negotiated contracts with travel agents ▪ Handled sales and marketing of tour packages and coordinated elaborate product launches ▪ Promoted and represented the company with vigour and enthusiasm at trade shows 	
Reservation Sales Agent , FIESTA HOLIDAYS, Toronto, ON	1992 - 1994
Realtor , HOMELIFE BENCHMARK REALTY CORP., North York, ON	1989 - 1992
<ul style="list-style-type: none"> ▪ Handled residential and commercial properties ▪ Awarded top sales performer in North York 	
Administrative Support , SAGA HOTEL, Reykjavik, Iceland	1985 - 1987

Education

Web Design , SENECA COLLEGE, North York, ON	2000
Certificate in Tourism , TOURISM TRAINING INSTITUTE, Toronto, ON	1993
Real Estate Certificate , University of Toronto, ON	1989
Business Diploma , COMMERCIAL COLLEGE OF ICELAND	1978 - 1980

Interests

- Volunteer for Wired Woman Society, Toronto, ON
- Volleyball, walking, camping, photography