



Pat Dares

An Office Administrator with extensive experience managing the general operations of a busy office environment.

EXPERIENCE

Sep 2006 – Present

Office Administrator, George Morris Centre, Guelph, Ontario

- Primary responsibilities include travel coordination, management of subscription publication databases, general support of office processes and accounting

Sep 2003 - Present

Administrative Assistant (& Bookkeeper), Ignatius Jesuit Centre, Guelph, Ontario

- provided support to Director and maintained general office operations
- facilitated database redesign to gain efficiencies with external newsletter mailings and internal record-keeping; introduced various procedures to reduce expenses and labour required; increased efficiencies, particularly with bookkeeping procedures
- participated in marketing committee; goal to expand and update the Centre's image
- facilitated community events focused on introducing new people to the property

Apr 2002 - Jul 2005

Maternity Home Staff, Michael House Pregnancy Care Centre, Guelph, Ontario

- provided support to new and expecting moms and their newborn babies
- contributed to developing the program and policies during the Home's first years
- continues to coordinate annual fundraising motorcycle ride (since 2006)

Jul 2000 – Jul 2001 (1 yr contract)

Administrative Coordinator, Ontario Agricultural Training Institute, Guelph, Ontario

- primary responsibilities included overall management of office facilities
- assistance to General Manager and Board of Directors
- maintain financial records and facilitate bookkeeping process and record-keeping

Apr 1997 – Jul 2000

Administration & Reception, Christian Farmers Federation of Ontario, Guelph, Ontario

- general reception duties; library maintenance; member records maintenance; general filing; assist with mass mailings, events, and meetings; assistance to General Manager

Sep 1989 – Sep 1996

Administrative Assistant & Inventory Control, United Breeders Inc., Guelph, Ontario

- managed weekly schedule of inventory shipments to branch offices throughout Ontario and reconciled monthly balances of same
- handled general member inquiries and sales
- maintained pharmaceutical inventory for staff of seven veterinarians