

HEATHER GRONEK

EXECUTIVE AND PERSONAL VIRTUAL ASSISTANT

WORK EXPERIENCE

- 02/2012 - 01/2021 **Trigon Construction Management / Signify Design**
Executive Assistant / Executive Support Specialist
Provide executive administrative support and personal assistance to the President of Trigon Construction and the Principal of Signify Design, and administrative support to senior management and the project management team.
- 06/2008 - 02/2012 **Aevitas Inc.**
Office Administrator
Supported president and staff at all levels. Fulfilled administrative responsibilities, supported accounting, and completed special projects
- 06/2004 - 04/2008 **EMD Crop BioScience Canada Inc./Agribiotics Inc.**
Office Administrator
Supported management and staff at all levels with administrative duties as assigned

EDUCATION

- 2007- 2013 **Diploma in Business Administration**
McMaster University
- 2007-2009 **Certified Canadian Administrative Professional (CCAP)**
Association of Administrative Professionals
designation via McMaster University - Highest GPA
*Current AAP Member and Secretary of AAP Hamilton Branch
- 2000-2004 **Honours Bachelor of Arts (BA) w/ Admin Option**
Wilfrid Laurier University

RESPONSIBILITIES

- Calendar Management
- Travel Arrangements
- Inbox Management-Multiple
- Special Event Coordination
- Accounting Support/ Expenses
- Filing/Copying/Faxing
- Customer Service/Reception
- Office Supply Ordering
- Minute-Taking
- Ad Hoc Project Coordination

SKILLS

- Organized
- Effective Communication
- High Level of Confidentiality
- Microsoft Office 365
- Google Workspace (G-Suite)
- Apple / iMac / iPhone

APPLICATIONS

Drop Box, Zoom, Asana, Harvest, Adobe Acrobat Pro, BusyCal, Canva, Slack, MailChimp, SurveyMonkey, Eventbrite, Paypal, Square and similar