

Lori-Lee Sephton
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HIGHLIGHTS OF QUALIFICATIONS AND SKILLS

- Currently enrolled in the Social Service Worker Diploma Program at Sheridan College, graduating April 2022
- Applying the skill set that is the role of a Project Coordinator with the advantage that allows myself to be an advocate to others
- Adaptability skills in various situations that allows me to meet multiple daily deadlines and work on multiple projects effectively
- Excelled skills of organization, time management, active listening, and critical problem solving to allow me to be more proficient within the workplace
- Proficient in Microsoft Office: Word, Excel, PowerPoint; Webex; Slate learning software, Sage, Business Vision, Bambora, Adobe, AS400 and Quick Books
- First Nations Status Card holder, Clean Vulnerable Sector Check and Clean Criminal Record Check

EDUCATION & CERTIFICATION

Social Service Worker Program
Sheridan College, Oakville ON

Expected Date of Graduation: **April 2022**

Health and Safety in the Workplace
Government of Ontario

June 27, 2021

Safe Talk
Living Works

June 21, 2021

TCPS2
Panel on Research and Ethics

May 28, 2021

Human Rights
Ontario Human Rights Commission

January 21, 2021

RELEVANT WORK EXPERIENCE

Product Solutions West, Calgary AB
Office Manager/Controller

July 2011-November 2020

Distributes smart and custom home automation products to Custom Integrators and Canadian Electronics Retailers within Canada.

- Supervised and assisted with the operations and procedures for office staff, sales department, warehouse staff and provided exceptional customer service to current and potential clients.
- Responsible for all AR/AP, general ledger postings, bookkeeping, account reconciliation, year-end, inventory management, purchasing, and vendor relationships.
- Worked with Canadian Customs Brokers for incoming international shipments worldwide. Provided correct tariff and NAFTA documentation.
- Coordinated and planned the office functions locally and abroad, accommodations, relocations, equipment, supplies, forms, and event planning for social events
- Trained and implemented the existing staff and new with new software products, inventory, policies, and procedures.

Marchand Electric, Ottawa ON
Office Administrative Assistant

June 2011-June 2012

Assisted the office controller with customer accounts and ensured the daily operations within the office environment were being maintained.

- Answered phones inquires on inventory product, account details, credit references for suppliers, and stock inquiries
- Processed payments through the payment processing merchant and posted to the customer accounts using Business Vision as the business software system
- Responsible and maintained detailed sales values, balancing bookkeeping, ensured accurate GL postings and transactions
- Posted invoices to both customer and vendor accounts and validated the correct values and identified any errors and presented the errors to my superiors.
- Established work priorities, delegated work to office support staff, and ensured deadlines were met, and procedures were followed

Westburne Electric, Ottawa ON
Project Coordinator

June 2010-June 2011

Provided support to the Project Manager and oversee the day-to-day commercial projects and provided aid when required.

- Coordinate projects, inventory, shutdowns, shop drawings between vendors, sales teams, customers, and management.
- Excellent analytical and problem-solving abilities with customers and co-workers in our work environment online and offline
- Ensured documentation was maintained throughout the length of the project and the project team adheres to provided timelines and deliverables
- Purchased inventory through the DPM, expedite and followed up on the orders, validated the pricing and reconciled the billing with the purchase orders.
- Maintain business relationships with the vendors, suppliers, project team and resolve any concerns that may have arisen.

VOLUNTEER EXPERIENCE

Matthew House Ottawa Refugee Shelter, Ottawa ON
Social Service Worker Placement Student

September 2020-Current

Faith based, volunteer-driven shelter located in Ottawa for the marginalized population to establish a safe, healthy home within our community.

- Provided support as a caseworker to various clients for tasks regarding their immigration to Canada.
- Engage residents at the shelter in learning about the Canadian culture, policies, and procedures.
- Followed up with various completed documents for their Ontario Works, Housing, Legal Aid, CIC, IRB, Immigration Medical, and retrieving health card, SIN, and driver license.

Strathmore Emergency Shelter, Strathmore AB
Volunteer Support

December 2018-December 2018

Non-profit organization providing emergency life necessities and holiday essentials to the residents of the shelter for the holiday months.

- Volunteered during the Christmas holiday reached out to local business to donate products and services for the residents that resided in the shelter.
- Meet and greet with the residents, staff, and local business owners to assist the request for the items required for the residents.
- Created professional relationships to seek potential businesses to donate through the holiday and monthly contributions

REFERENCES AVAILABLE UPON REQUEST