Sunita Gill

Senior Administrative Assistant | Administrative Assistant to the Plant Manager | Receptionist

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PROFESSIONAL SUMMARY

Senior administrative assistant with 12 years in logistics and manufacturing offices, now running office administration for a 150-person head office. Manages facilities vendors, the office budget, records retention and a junior admin team of two. Trusted with confidential HR and board materials.

PROFESSIONAL EXPERIENCE

Senior Administrative Assistant

Feb 2019 — Present

Credit River Logistics · Mississauga, ON

- Run office administration for a 150-person head office, supervising two administrative assistants and coordinating reception, mail, supplies and meeting spaces.
- Manage contracts with cleaning, security, catering and equipment vendors, rebidding three of them and lowering annual office costs by about $28,000.
- Prepare agendas, board packages and minutes for quarterly board and committee meetings, keeping confidential materials on a restricted SharePoint site.
- Led the move of 20 years of paper records to digital storage with a retention schedule approved by legal and finance.

Administrative Assistant to the Plant Manager

May 2014 — Jan 2019

Lakeshore Packaging Manufacturing · Brampton, ON

- Supported the plant manager and three department heads with scheduling, reports, correspondence and visitor safety orientation.
- Coordinated joint health and safety committee meetings, tracking inspection findings and corrective actions until closed.
- Built a shared training records tracker for 200 employees, making audit preparation faster for the HR and quality teams.

Receptionist

Jun 2012 — Apr 2014

Lakeshore Packaging Manufacturing · Brampton, ON

- Managed front desk, shipping and receiving paperwork and visitor sign-in for a 24-hour production facility.
- Trained replacement reception staff and wrote the front desk procedures guide still used by the plant.

EDUCATION

Diploma, Office Administration – Executive — Peel Valley College *2012*

SKILLS

Technical: Office management, Vendor and facilities contracts, Office budget tracking, Records retention, Board and committee meeting support, Confidential document handling, Supervising administrative staff, Microsoft 365 and SharePoint, Health and safety committee, Procurement, Event planning, Bilingual English and Punjabi

Certifications: Certified Administrative Professional (CAP)