Grace MacDonald

Office Assistant | Administrative Co-op Student

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PROFESSIONAL SUMMARY

Office assistant at a busy engineering consultancy front desk, managing reception, meeting rooms, courier shipments and data entry for 45 staff. Accurate, calm under interruptions and quick with Microsoft 365. Office administration diploma graduate looking to grow into a department administrative assistant role.

PROFESSIONAL EXPERIENCE

Bedford Basin Engineering Group · Halifax, NS **Jul 2025 — Present**

Office Assistant

- Greet clients and answer a 10-line phone system for 45 staff, routing about 60 calls a day and taking accurate messages for engineers on site.
- Manage bookings for four meeting rooms in Outlook, preparing rooms, video equipment and catering for client meetings several times a week.
- Enter timesheets and project codes into the accounting system each Friday, catching coding errors before the payroll cut-off.
- Reorganized the supply room and set up a reorder sheet in Excel, ending last-minute rush orders for printer toner and drawing paper.

Dartmouth Community Health Centre · Dartmouth, NS **Jan 2025 — Apr 2025**

Administrative Co-op Student

- Scanned and indexed 3,000 paper records into the document management system, following the centre's privacy and confidentiality procedures.
- Booked appointments and confirmed visits by phone for three practitioners, reducing missed appointments during the placement.

EDUCATION

Diploma, Office Administration **2025**

Atlantic Harbour Community College

SKILLS

Technical: Reception and multi-line phones, Microsoft 365 (Outlook, Word, Excel), Meeting room scheduling, Data entry (70 WPM), Courier and mail handling, Office supply ordering, Visitor sign-in and security, Document formatting, Filing systems, Customer service

Certifications: Microsoft Office Specialist: Excel Associate