

JODIE STARKEWSKI

Objective

To obtain a position in which I will be able to utilize my skills and experience to contribute to the growth of the company.

Skills Profile

- Experienced professional with over 10 years of experience working in the Oil & Gas industry
- Proficient with Microsoft suite – Outlook, Word, Excel, and PowerPoint
- Self-starter who brings great initiative and works well under pressure
- Ability to work in a fast-paced, intense environment
- Collaborated with and assisted co-workers, supervisors, and clients on projects and fundraising campaigns including United Way
- Committed to providing total quality work

Employment History

- Mailroom Clerk** – WorleyParsons Canada Ltd. 2003 – 2015
Calgary, AB
- Assisted with staff mobilization/de-mobilization in respect to desk or office setups including desktops, phones and supplied boxes or bins for people that are moving or leaving the company
 - Managed personal protective equipment inventory for field employees including signing out supplies and informing HSE Manager when low on equipment
 - Ordered, received and stocked supplies for mail room, stationary and kitchens
 - Sorted and filed documents for Office Services, Administrators, and Human Resources and Accounting Departments
 - Used Microsoft Word, Microsoft Excel & Microsoft PowerPoint, and Adobe Acrobat Professional
 - Managed mailroom, date, stamped, and sorted mail to prepare and deliver mail and couriers

Education

- New Era Technology Inc.** 2010
Calgary, AB
- Microsoft Word
- Bow Valley College** 2002
Calgary, AB
- Academic Upgrading
- Jack James High School** 1990
Calgary, AB