

NANCY L. SMITH
Secretary

EDUCATION

St. Charles Business College
Amherst, Nova Scotia
Secretarial Diploma

OTHER TRAINING

Simply Accounting Ver.6
WordPerfect 6.1
National Master Specification

EXPERIENCE

1993 - Present

Richardson Associates (1993) Limited

All secretarial duties including office administration and accounting.

1981 - 1993

Richardson Associates Ltd./Government of Prince Edward Island.

Duties included:

- " Secretarial, clerical, data entry and administrative support for the Canada Energy Audit Program (C.E.A.P.).
- " Typing, proofreading engineering specifications, reports, proposals and general correspondence.
- " Recording monthly project time and expenses for all employees.

1980 - 1981

University of Prince Edward Island, Extension Department,
Charlottetown, P.E.I.

1969 - 1973

Whitman, Benn & Associates (1969) Ltd., Halifax, Nova Scotia.

1960 - 1969

CBCL Limited, Halifax, Nova Scotia