

Liz Saunders-McManus, B.A.

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Accomplishments

- Completed the 2004 Toronto Marathon in less than 5 hours.
- As Special Events Coordinator for UUA General Assembly, I organized social events for 5,000 participants at the annual conference. This included locating a band and DJ's in Quebec City using my networking skills, acting as liaison between the UUA and 3 hotels, banquet staff at the convention centre and agents. Also negotiation of menus, seating arrangements and arranging for peripherals.
- Increased building revenue by \$8,000 through judicious coordination of church activities, events and building rentals. I also increased revenue by promoting donations for the annual auction.
- Asked to lead a WordPerfect education/skills committee to assist in upgrading the overall competency of a support staff of 18.
- Spearheaded a committee to develop an efficient "closed file" retrieval system for over 20 years of legal files.
- Exceptional PC skills for word processing, database management and event planning.
- Consistently upgrading skills, software and professional, to remain competitive in the job market.
- Excellent research paper, report and business writing.

Software Skills

Word, PowerPoint, Excel, Access, Microsoft Publisher, Membership Plus, Netscape Navigator, Internet Explorer, Outlook, Eudora, Income Manager, Quicken

Professional History

The Virtual Alternative/Liz Saunders Secretarial Service

Owner

1986 – present

- Freelance secretarial, word processing, database manipulation, time management
- Accounts payable/receivable, banking, budgets, bookkeeping
- Email and voicemail management
- Event or conference planning
- Market research, internet research
- Mail merges and bulk mailings
- Design and production of letterhead, business cards, brochures, flyers

Sample Clients:

- Barbara Symmons, M.Ed. (Co. Psych)
- Suzanne Gibson & Associates
- Media Intelligence
- PC Ing
- Oswald Consulting Services
- Hypnohealth International
- Eleanor Lancefield
- Currency Trading for Profit

First Unitarian Congregation of Toronto

Office Manager

1997 – 2002

- Organized, directed and supervised the day-to-day operation of the office including the custodial staff, bookkeeper, cashiers and volunteers in order to maintain the continuing smooth operation of the organization
- Prepared and managed the administrative budget, the maintenance budget and monitored committee budgets ensuring that realistic budgets were created and followed
- Production of newsletters, weekly order of service, Annual Report in a timely manner
- Purchased and leased office equipment, office supplies, building and maintenance supplies, insurance

Previous Employers:

Baird MacGregor Insurance Brokers - Executive Assistant to VP Finance and Administration

Farano, Green - Administrative/Legal Assistant

Macaulay, Lipson, Joseph & O'Donoghue – Legal Assistant

Macaulay, Chusid, Lipson, Freedman – Legal Assistant

Euromont Consultants – Property Management

Concorde Square Limited – Construction Management

Spantec Limited – Site Clerk

A.E.LePage Property Management – Property Management

Royal Trust Relocation Services – Employee Relocation

Education

Virtual Assistant Training Program, VATP.ca 2003

Word and PowerPoint upgrade, Toronto Adult Learning Centre 2003

Access and Excel upgrade, Toronto Adult Learning Centre 2003

Professional Development, Office Workers Career Centre 2003

Fundraising Management Certificate, Ryerson University 2002

Continuing courses towards Honours B.A., University of Toronto 2000

Bachelor of Arts, University of Toronto 1995

Law Clerk Courses, Ryerson University 1979

Real Estate Licence, Ryerson University 1978

Senior Matriculation, North Toronto Collegiate Institute

Matriculation, Havergal College