

Carmen Humphreys

604-1101-84 Street N.E.,
Calgary, Alberta
T2A 7X2
Phone: 403) 607-4675
Email: sapphirerose@telus.net

Overview

My work experience has given me an excellent understanding of how processes can affect a business and that it is essential to be a team player to achieve the collective goal. Enthusiasm, dedication, and consideration are my keywords for a good working and team-building environment.

Education

Computer Based Training MOUS (Microsoft Office User Specialist), Crystal Reports, Visual Basic, Oracle DBA and Project Management Courses.

Prosoft Training Institute, Surrey, B.C. - Administrative Assistant program 1992.

Ryerson Polytechnical Institute, Toronto, Ont. - completed 2nd level CGA Program 1980.

Bowmanville High School, Bowmanville, Ontario – upgrade to Grade 12 diploma 1978.

Lake of Two Mountains High School, Deux Montagnes, Quebec. - graduated 1975 with Leavings Certificate.

Work Experience

Nov 21-Jul 22 **PDSCL (Penticton & District Society for Community Living), Penticton, BC**
Bookkeeper – assist payroll administrator with biweekly staff and client payroll in Comvida, monthly remittances, T4's, ROE's, benefits, MPP and other related duties. Perform day to day bookkeeping duties for a multitude of sites/programs which include AR/AP, journal entries, bank/credit card/GL account reconciliations, entering and tracking budgets, and working closely with staff at BC Housing to reconcile billing and rent rolls both in Sage 30 and Excel.

Jan 09 –Jun 18 **Stantec Consulting Ltd, Calgary, Alberta (acquired JWA)** Project Administrator – set up and discuss system project structure with Project Controls to ensure invoices have the required client layout, rates and ensure submission deadlines are met based on proposal agreements. Upload invoices to several e-invoicing platforms such as: Openinvoice, Cortex, Ariba, ADP, etc... Was part of the post-acquisition team helping train onboarding employees in Stantec protocols, system navigation and use as well as other job-related duties.

Work Experience – (Cont'd)

- Jun 05 –Jan 09 **Jacques Whitford AXYS Ltd, Calgary, Alberta** Project Accountant – set up and discuss system structure with PM's to ensure project invoices have the required client layout, rates and details. Perform a variety of financial and administrative duties to assist Project Managers in the efficient execution of complex and diverse projects. Provide detailed tracking and analysis of project costs and ensuring meeting of deadline submissions based on proposal agreements. Assisted with payroll/benefits processing. Was part of the acquisition/integration team,
- Nov 02 – May 05 **Jacques Whitford Environment Ltd, Calgary, Alberta** AR/AP Clerk/Biller – AP: vendor invoice and expense claim coding/data entry, biweekly cheque runs (utilizing a pay when paid report), vendor statement reconciliations. AR: enter and prepare daily bank deposits, reconcile bank statements, make credit/collection calls. Billing: run prebills for project managers to review work in process, rates and vendor invoice allocation. Make necessary rate adjustments/corrections to prepare invoices. Timesheet entry and various other related duties. Restructuring in May 05 had AP processing transferred to the corporate head office in Dartmouth.
- Apr 99 – Nov 02 **Sanmina-SCI Canada ULC, Calgary Alberta** Purchasing/Materials Administrator - reporting to Procurement and Warehouse Managers excess and obsolete inventory, shipping and receiving stats, inventory on hand, consignment and PPV status weekly, monthly and quarterly using tracking spreadsheets and charts. Data entry of purchase orders, M2K (Corporate) reports for purchasing and materials, metrics to measure buyers' performance and maintaining ABC classes. Other responsibilities: backup data entry for receiving and sales. Interorganization transfers and all necessary verification processes. Physical inventory and cycle count adjustments and various other duties when required. Special Mention - Participated on a facility-wide process review team for application for ISO9001: duties included reviewing and updating processes for receiving, stocking, picking and kitting raw material, production planning, purchasing, and finished goods.

Hobbies, Interests, Memberships and Community Assistance

- Avid reader, crafter and gardener
- Restoring and repairing cars, camping and off-roading.
- PMI (Project Management Institute) member since Sep 2006.
- Amateur Astronomer – member of Royal Astronomical Society of Canada since Nov 2005.
- Volunteer truck driver for Streetlight – driving a top kick w/ custom built converted 45' cattle hauler into mobile drop-in center, a safe and friendly environment for street kids.

References

Upon request.