



**Executive Assistant     \$43/hr**

This high energy, experienced Executive Assistant is available for temporary or contract assignments.

She has worked in high tech, consumer goods and not-for-profit sectors. Her roles have included executive level as well as in-house legal support. She's managed complex calendars, prepared presentations, meeting materials, organized travel, done event planning, managed the legal intake process and tracked projects.

She has very strong software/technical skills and her references are excellent; "outstanding drive"; "devoted to providing the highest quality support"; "owned her work and took pride in it".

Call Catherine Wilson at 416-363-1488. Please quote reference number CW-469EA.