

Sarah

Taschuk

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MARCH 23, 2022

**Attn: Principal, Lead or
Hiring Manager**

Good afternoon; I'm writing to express my interest working with your team in the role of a full time remote administrator.

My work history spans over a decade across a variety of industries; the majority of my experience being in highly detail orientated administration, including multiple working holidays overseas and years of contract work requiring a great deal of self-sufficiency and the ability to hit the ground running. I know I have the skill set to make a difference in any role.

In the process of my experience, I have developed a feel for numerous positions and duties and have acquired social and transferable strengths essential for adapting to a wide range of workplaces. I strive to maintain a high degree of organization, efficiency, attention to detail and the desire and ability to excel.

Consistently in fast paced environments, I am capable of handling numerous tasks and taking on new responsibilities while fine-tuning my time management to work well under pressure. Having a mature attitude and outlook has provided me with sensible judgment and the ability to approach situations with a calm and professional manner through logical and practical thinking.

I would value the opportunity to further develop and hone the skills I have acquired while continuing to expand the scope of my experience in the industry.

Thank you for your time and I look forward to hearing from you.

Warmly,
Sarah Taschuk



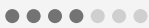
Sarah Taschuk

INTERIOR DESIGNER
EXECUTIVE ADMINISTRATOR

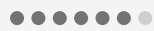
- Okanagan, BC, Canada
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SKILLS

Project Management + Leadership



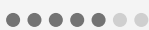
Problem Solving



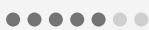
Creativity



AutoCAD



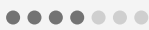
Sketchup



InDesign



Photoshop + Sketchup Podium



REFERENCES

Jamie Deck, Principal + Director
SHIFT INTERIORS
778-668-0659

Natalie Fu, Sr. Designer
SHIFT INTERIORS
604-618-2778

Megan Baker, Founder + Lead
MEGAN BAKER INTERIORS
604-369-1288

WORK EXPERIENCE

CONVEYANCER

REMAX REALTY

2021-Present

- Entering deals + listings
- Commission payouts
- File management and instruction/liaison with notaries
- Running cheques + banking
- Related admin tasks + client engagement

DESIGN ASSISTANT

SHIFT INTERIORS

2019-2021

- Design + Personal Assistant duties including returns, pickups, shopping, reservations, photo shoots
- Library Management + Office Admin
- Active Project Management including: Sample trays, grungy boards, spec packages
- Documentation: presentations, spreadsheets, specifications, programming, client questionnaire + intake/wish lists
- Software Management: managing + setting up project management software for team (Teamwork, Canva, Houzz, Pinterest, Excel, Google docs, Slack, other social media)
- Client tracking + management

MENTAL HEALTH WORKER

PHS Community Services

2017-2019

- Distribute medication + update records
- Harm reduction stocking + distribution
- Overdose prevention + crisis management intervention
- Building security + management of guests
- Home support, food services + financial management

EXECUTIVE ADMINISTRATIVE ASSISTANT

Innergex Renewable Energy Inc.

2016-2017

- Tracking + update of feasibility studies and long term monitoring programs
- Completion + submission of permit applications
- Monthly editing, finalization + distribution of various internal + external project report updates
- Up to date tracking of current projects, timelines + deadlines for head office, meeting minutes + ad hoc admin

EDUCATION HISTORY

Certificate of Interior Design
Fundamentals with Distinction 2019-2021

British Columbia Institute of Technology

Bachelor of Arts Studies 2006-2007

Thompson Rivers University