

Lucy DeNovellis
114 Downsview Ave
Toronto, ON M3M 1E4
647 244 7976
loucee44@hotmail.com

January 05, 2012

Attention: HR Manager

Please find the attached application/resume for any current or future Administration positions.

As you will find detailed in my attached resume, my record will show almost 20 years in an office environment.

Starting as an Administrative Assistant and being promoted to Executive Assistant to the VP of Estimating it has enabled me to learn and experience many aspects of the construction industry. Along with the Estimating area, I was also involved with the Marketing department and assisted in the preparation and organization of many proposals. I have also been involved in the social aspect of the industry, assisting with various social events including golf tournaments, Christmas parties, luncheons and company seminars.

I have also had the opportunity to be involved in Volunteer services, which include 10 years of with the Look Good Feel Better Cancer association and Habitat for Humanity through my current employer Carillion Canada Inc.

I believe with my past and current experience I have the organizational skills, knowledge and good office practices of business procedures that would allow me to be a worthwhile addition to your organization.

I am very interested in this position and I would welcome the opportunity to discuss my qualifications with you. I look forward to hearing from you soon.

Yours truly,
Lucy DeNovellis



RESUME

Lucy DeNovellis
114 Downsview Ave.
North York, Ontario M3M 1E4
Tel: 647 244 7976
loucee44@hotmail.com

EDUCATION:

- **C.W. Jefferys Secondary High School, Downsview** Graduated 1977, Business Administration, O.S.S.G.
- **International Top Models, Toronto**, Make-up Artistry 6 months course completed June 1978
- **Eleanor Fulcher Ltd., Toronto**, Make-up artistry and Sales Techniques, Certificate completed August 1979
- **Smart Serve** Certified; Certificate No.e04032100023 (March 21, 2004)

SUMMARY OF WORK HISTORY:

Vanbots, a division of Carillion Construction Corporation, 905 532 5200

Now known as **Carillion Construction Inc.** 905 532 5444 ext 2151

June 2010 - Have now moved on to Site Project Administrator, Forensic Services and Coroner's Complex, located at 1201 Wilson Ave.

Duties include overall office management.

- Assisting Project Director, 6 Senior Project Managers, Project Managers, various Engineers and Estimators and Senior and Assistant Superintendents.
- Responsible for all outgoing shipping and mailing as needed
- Responsible for any printing requests
- Attend, record and circulate Meeting Minutes
- Coordination of other meetings as required
- Distribution of Purchase Orders
- Responsible for scheduling of meeting rooms
- Execution of timesheets
- Responsible for collating monthly Reports
- Responsible for uploading Site Inspection reports to 4Projects
- Maintain office supplies
- Provide support when needed in all aspects of office duties to all levels of Management

July 2007 – May 2010 Promoted to Executive Assistant, Estimating

August 2002 to July 2007, Administrative Assistant Estimating Dept./Marketing Dept.

- Provide clerical support to Senior V.P. Estimating, 2 Directors, 7 Estimators
- Responsible for Tender bid coordination
- Prepare/design budget proposals for Clients
- Provide back up support to the Client Services/Marketing Dept., preparation of Prequalification, Budgets, and Construction Management proposals
- Responsible for Subtrade Database Client List
- Provide travel /accommodation arrangements

- Provide back up for Reception
- Responsible for office/meeting, special occasion's lunch orders, flowers, gifts as needed.
- Ordering supplies
- Responsible for incoming mail, distribution and coding of invoices.
- Manage all outgoing shipping and mailing as needed.
- Liason between Vice President and interns and co-op students
- "Go To Person" for Estimating staff (including Ottawa office) including computer program assistance, website assistance)
- Ongoing administration of Estimating Manual, Best Practices
- Ongoing coordination of Staff Vacations which includes maintenance of Corporate Vacation Chart and keeping Payroll informed of updates
- Responsible for Petty Cash
- Ensure printing and fax machines are operational
- Liaison with Human Resources and participate in the 1st day Orientation of new staff to ensure all goes smoothly
- Prepare and issue all announcements including New Staff, Procurement of new work
- Assist Human Resources as required
- Participant with Social Committee

Gottardo Design/Build Limited

October 2000 to August 2002, Receptionist/Administrative Assistant

- Receptionist, 10 line Meridian system
- Provide clerical support, typing, faxing, filing to the C.E.O. Management, Estimators and Project Managers

Swiss Herbal Vitamins, Richmond Hill, Ontario

November 2, 1998 to October 2000, Administrative Assistant

- Provide clerical support to the Director and Supervisor of Quality Control
- Provide clerical support to the Director of Quality Assurance
- Maintain product filing (450 products) system

Ferrari of Ontario; Toronto, Ontario

March 1998 to September 18, 1998; Receptionist (Temporary)

- Answer and forward all incoming calls; greet and assist customers
- Maintain company customer database; birthday and Christmas card mailings
- Maintain and update garage register; prepare all licensing documentation
- Data entry
- Provide administrative assistance for all Parts; Service departments; including Dealer Principle
- Maintain office supplies
- Daily E-mail control and distribution
- Prepare event mailings and assist in all company events and functions
- Maintain Boutique

Willow Pond, Property Management; Thornhill, Ontario
November 1997 to March 1998 (Part-Time); Receptionist

- Word Processing (Word); Preparing Affidavits; Tenant Leases; Correspondence; Filing

Launch (The New Golf Game) Corporation; Woodbridge, Ontario, 905-264-8800
June 1997 to October 1997 (Seasonal Position); Customer Service Representative

- Greeting customers, Pro Shop, including inventory, sales

Nu Pharm Inc; Richmond Hill, Ontario, 884-0470
March 21, 1994 to January 1997; Administrative Assistant

- Type Validations for submissions;
- prepare new files and maintain Validation filing systems;
- maintain Validation daily log.
- Maintain Stability Data for submissions
- Typing of correspondence, memos, minutes, letters. Faxing, photocopying and any other general office procedures required. Software used, WordPerfect 6.1 Windows.

GO TRANSIT; DOWNSVIEW, Ontario, 638-3512
August 21 1989 to March 11, 1994; Administrative Assistant

- Word processing (Word-Perfect 5.0; 5.1) duties
- Typing and proofreading various documents for Superintendents (2) (including confidential material) and Supervisors (20)
- Maintain approximately 330 bus drivers and office staff files on a daily basis
- Process, distribute and record all Accident/Occurrence reports, maintaining accurate files and summaries.
- Data entry
- Scheduling appointments for Driver interviews
- Maintain 7 line telephone reception

DR. NAIMAN, CHIROPRACTOR, WESTON, 733-4339
June 1987 to June 1989; Part-Time Receptionist/Typist

- greeting patients; arranging appointments; filing; ensuring OHIP and statement cards are updated
- preparing legal reports and insurance statements

TEXACO CANADA INC., TORONTO, 638-7790
October 1979 - August 1986; Senior Clerk Sales (Marketing)

- Ensuring that customer requests or information are attended to by preparing and forwarding appropriate data to the correct departments for handling.
- Maintain records of commission agents, assemble and type reports on new accounts, market surveys, laid down costs, commission sales/losses for management purposes; maintain customer accounts through data entry.
- Maintain and control files regarding any tender business and report to the Assistant Sales Manager for completion.
- Responsible for typing, filing, sorting and photocopying of sales forms, customer correspondence and inter-office documentation.

- Responsible for retaining existing customers and securing new accounts; responsible for maintaining records for commercial and tender business as opposed to regular residential accounts.
- Assemble and type daily, weekly and monthly sales reports in order to monitor sales performance for management information purposes; accountable for the receiving and analyzing and processing of customer correspondence.
- Back-up during the core of the heating season to customer service.

SKILLS Proficient in Microsoft Word, Excel; PowerPoint; Data entry, WordPerfect 11 (Windows); 4Projects

SMART SERVE Certified; Certificate No.e04032100023 (March 21, 2004)

Signature Group - Wine/Liquor Tastings - LCBO;

Special events include Tennis Canada; Interior Design Show, Wine shows and at various Golf Tournaments;
Freelance Make-up artistry; in home make up for weddings, special occasions etc.

Personal Interests: Time with my family, Golf,

Volunteer for 12 years for the Look Good, Feel Better program

4 year participant for the Weekend to End Breast Cancer Walk raising \$18,000.00

Volunteer on Habitat for Humanity town house site

References available upon request



April 25, 2010

To Whom It May Concern

Re: Letter of Recommendation for Lucy DeNovellis

Dear Sir/Madam:

It is my distinct pleasure to provide a commendable recommendation for Lucy DeNovellis for any future endeavors within Carillion or other potential employers. Lucy has been the Executive Assistant for the Estimating Department from August 2002 to present.

As our department has doubled in size over the last few years it has been a testament to Lucy's exceptional work ethic, organizational skills and outstanding people-person skills that we have been able to function in an orderly fashion. There have been very trying times and Lucy was always able to keep us on the straight and narrow. She has always been open and able to become engaged with the task at hand and adapt quickly to changing situations. Multitasking is easy for Lucy.

Lucy's duties included preparing documentation for Proposals which involved liaising with various external consultants as well as staff. She also prepared documents for powerpoint presentations to external clients and internal functions.

We will miss Lucy in our department and wish her well in her new role at the FSCC Project Office.

Yours sincerely,

CARILLION CANADA

Ivan Poloni, PQS, GSC
Vice President Estimating

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Fax: 905-532-5299



April 25, 2010

To whom it may concern:

Re: Letter of Recommendation for Lucy DeNovellis

Dear Sir/Madam:

This letter is my personal recommendation for Lucy DeNovellis. Lucy and I have worked very closely over the past 8 years and I found her to be consistently pleasant, tackling all assignments with dedication and a smile.

Lucy is a take-charge person who is able to present creative ideas and communicate the benefits. She has successfully assisted in developing several estimating and marketing plans for our company that have resulted in increased revenue. During her tenure, we saw an increase in our success ratio on project awards. This dedication of Lucy and the estimating team around her ultimately resulted in improved profits for Vanbots, a division of Carillion Construction Inc. Her strengths are her ability to prioritize the multiple demands on her time and to meet all deadlines.

I highly recommend Lucy for employment. She is a team player and would make a great asset to any organization.

Yours sincerely,

CARILLION CONSTRUCTION INC.

A handwritten signature in black ink, appearing to read 'Joel Parke', is written over a horizontal line.

Joel Parke
Vice President Client Services

January 17, 2012

Attention: To Whom It May Concern

Re: **LETTER OF REFERENCE**
Issued on Behalf of:
Lucy DeNovellis.

Dear Sir/Madam,

I have known Lucy DeNovellis for over nine years since she started in our estimating department at Vanbots. Lucy was the Estimating Administrative Assistant and did a very good job of keeping the department organized and functioning efficiently. She was subsequently promoted to Executive Assistant Estimating in 2007 and then in 2010 she transferred into operations and assumed an administrative position on the Forensics and Coroners Court P3 project valued at over \$300M.

Let me continue by saying that Lucy has an outstanding work record and many quality characteristic's which I truly believe establish her as someone respected by her business associates. I will briefly describe a few of her distinctive qualities which I know would be of interest to all future employer's.

Lucy has proven herself to be an honest, trustworthy individual and has a high standard of professionalism and conducts herself accordingly. These characteristics are augmented by her natural people skills, integrity and reliability, all which will allow her to contribute immensely to any organization. Lucy is a person that will work hard to achieve results and should meet if not exceed all expectations.

I can easily make myself available to discuss the above comments and provide a more detailed and expansive account of Lucy's strengths and attributes. My current contact information is listed below should there be any further questions.

Yours sincerely,



Craig Lesurf
Former Senior Vice President
Carillion Construction Inc./Vanbots Construction

Cell # 416-605-1564

Email: craiglesurf@sympatico.ca