

FRANCES D. MORRISON
fran@franmorrison.ca

EDUCATION

TAYLOR BUSINESS INSTITUTE OF NEW YORK 1978
Business [Administration and Secretarial] Diploma

COLLEGE OF NEW ROCHELLE 1972-1975
Psychology/Art

ST. GABRIEL HIGH SCHOOL 1966-1970
New York State Regents Diploma

SPECIAL COURSES

UNIVERSITY COLLEGE OF CAPE BRETON 1985-1986
Introduction to Computer [BA-181]
Personnel Management [BA-363]

PROFICIENT IN THE FOLLOWING SOFTWARE APPLICATIONS:

MS Office; Various desktop publishing & graphics programs; HTML scripting [for web page design], Macromedia MX, Adobe Photoshop 7, Acrobat 7 pro, Adobe Premiere Pro 7, Impact Encore, Syspro 6, Access Database/ODBC

EMPLOYMENT EXPERIENCE

SEABOARD INDUSTRIAL SUPPLY CO., LTD., 1990-Present
15 School Street
Sydney, Nova Scotia B1P 6K9
[902] 564-0400

Supervisors: Paul Richardson, Controller; Bill Morrison, Vice President/General Manager

Assistant to Controller/Systems Administrator/Webmaster

Responsible for special account creation and coordination of buying groups for customers, along with contracting pricing and maintenance of these accounts. Through the use of MS Access and ODBC [Open DataBase Connectivity] I am responsible to design specialized accounting reports by extracting data directly from our system into Access and manipulating that data.

Designed and maintained web page, managed and routed incoming email. Responsible for updating costs of inventory in computer system. Used skills in desktop publishing applications to design pages for company catalogue and monthly flyers. Systems Administration work which includes adding new employees to the network and insuring proper configuration for each user. Updated supplier cost information in computer as required, and performed general secretarial duties.

CAPE BRETON DEVELOPMENT CORPORATION, 1982-1987

Donkin-Morien Development Project

PO Box 2500

Sydney, Nova Scotia B1P 6K9

[902] 564-3700

Supervisor: J. Coady Marsh, Project Manager

Confidential Project Secretary

Accountable for providing competent and efficient secretarial services including related administrative and clerical duties for the Project Team which consisted of 10-15 members, reporting directly to the Project Manager.

Some of the duties of this position were attending monthly management meetings and recording/distributing minutes of same; maintaining appointment calendars and keeping personnel informed of time commitments; arranging itineraries, coordinating travel arrangements, submitting expense reports and local cash vouchers; taking dictation, typing, sending telex messages; acting as receptionist greeting and assisting visitors to the project insuring site regulations were followed [i.e. passes/tags, protective clothing, etc.] and answering phones. Also responsible for keeping track of site staff's time and reporting same on time sheets weekly, keeping track of sick days, vacation days and overtime.

HECHT, HIGGINS & PETERSON ADVERTISING, INC., 1977-1981

1414 Avenue of the Americas

New York, New York 10019 USA

[212] 753-0900

Executive Assistant to Arthur Hecht, President, 1979-1981

Assisted President in all facets of advertising, including client contact, setting up meetings, organizing daily calendars, participating in "brainstorming" sessions with creative department, proofreading and editing copy for publication, supervising clerical staff and delegating work to same, hotel/travel arrangements, handled all expense reports.

Personnel Director/Office Manager, 1978-1981

Interviewed applicants for secretarial/clerical positions. Supervised secretarial/clerical staff. Responsible for dispersion of petty cash and coordination of agency's health plan.

Assistant to Executive Vice President, June 1978 to January 1979

Client contact, arranging meetings, steno, typing.

Secretary to 4 Account Executives, January 1978 to June 1978

Client Contact, arranging meetings, steno, and heavy typing duties.

Receptionist, June 1977 to January 1978

Answering phones, greeting clients, light typing duties.

ACCESSOCRAFT PRODUCTS CORPORATION, June 1974 to May 1977

Jewelry Manufacturers
48 Lawton Street, New Rochelle, New York 10802

Supervisors: Theodore & Paul Steinman, Owners

Artist, November 1976 to May 1977

Executed drawings from which the modelmaker cut his molds for production. Compiled jewelry catalogue, which included drawing all illustrations and organizing best-selling items for buyers.

Sample Department Manager, June 1974 to November 1976

Responsible for organizing and distributing jewelry sample kits to salesmen throughout the United States. Also responsible for record keeping, filing, phones, light typing.

Previous to 1974, while in college, I worked in a clothing boutique. Before that, during high school and for a couple of years after graduation [1969-1973] I worked as Front-end Manager/Bookkeeper at Daich Shopwell Supermarket. The responsibilities of this position included accounting for all money coming in and out of store, coordinating weekly employee schedules and vacation time. This position was directly accountable to the Store Manager and District Supervisor.

SPECIAL CONTRACTS

SYDNEY ENVIRONMENTAL RESOURCES, LTD. [SERL, a Provincial Crown Corporation]

Board of Directors, Reporting to the Minister of the Department of Transportation & Public Works

Position: Director
Chairperson, Public Relations Committee

Oldies 950 CHER Radio

Charlotte Street, Sydney, Nova Scotia

Supervisor: Sean Russell, Station Manager

Position: **Talk Show Host**

Hosted open-line talk show "TALKBACK." Duties included coming up with new topics, researching those topics and contacting/booking guests for the show.

Sierra Club of Canada

1 Nicholas Street, Suite 412, Ottawa, Ontario, K1N 7B7

Supervisor: Elizabeth May, Executive Director

Position: **Project Coordinator for an international exchange**

This contract ran from September 1997 through June 1998. This exchange was between two communities with severe environmental contamination: Fort Valley, Georgia and Sydney, Nova Scotia to compare sites [i.e. similarities/differences] and to learn from each other.

Duties included arranging itineraries and travel plans for travel groups, cash advances within a specified budget. When travelers came from Fort Valley, all arrangements were made well in advance for hotel, entertainment, meetings and workshops. Also responsible for writing and issuing all press releases and creating publicity posters and brochures for project. Had a fixed budget within which entire project had to be expedited.

UNIVERSITY COLLEGE OF CAPE BRETON, 1996 and 1997

Extension & Community Affairs

PO Box 5300

Sydney, Nova Scotia

[902] 564-1339

Supervisor: Carol Beaton, Coordinator

Typist/Layout Artist

Responsible for typing and layout of FRIENDS FOREVER IV and V, a publication of the literary works of elementary students throughout the Cape Breton District School Board.

Volunteer Work & other interests

- 2002 to present Secretary for Cape Breton Island AAA Hockey League as well as Secretary for Bantam AAA Hockey League. Entered online statistics and communicated stats and other press releases to local media.
- 2000-2004 on Board of Atlantic Jewish Council's Communications Committee as Web Designer.
- Member of Holocaust Memorial Committee with Temple Sons of Israel, Sydney. Help organize and design flyers and programmes for the service. Also help out every year with the Hadassah-Wizo Bazaar.
- Member of Holocaust Education Committee with Cape Breton Jewish Community working on making Holocaust Education mandatory in school systems throughout Nova Scotia.
- 1991 to present I have been General Leader of the Rising Sun 4-H Club working closely with children of the Cape Breton community and their 4-H projects. My areas of interest with the members centered mostly around the animal, craft and foods projects as well as some environmental work efforts with the club. Have done PR work for the Cape Breton 4-H Council which involved issuing press releases and live radio and/or television interviews as well as interviews for local newspapers.
- Cape Breton Kennel Club member from 1983 to present. Very strong interest in care and obedience training of dogs. Compiled and designed catalogue for the Y2K dog show.
- August 1996 through March 1999 sat on the Joint Action Group [JAG] on Environmental Cleanup of the Muggah Creek Watershed, Roundtable.
- May 1996 through June 1998 volunteered as area representative and spokesperson for Sierra Club of Canada on Cape Breton environmental issues. Worked on organizing meetings and public forums. Did all PR and press interviews for this area.
- Typing team rosters, equipment lists, etc., and web design for Glace Bay Minor Hockey Coach, Equipment Manager. Have also done various typing for Glace Bay Little League.

REFERENCES

Jane Lewis, Dean

Extension & Community Affairs
University College of Cape Breton
PO Box 5300
Sydney, Nova Scotia
[902] 563-1305

Brendon Yazer

918 Caribou Marsh Road
Sydney, Nova Scotia B1M 1B4
[902] 562-2232

Beverly Kirk

4-H General Leader
Hillside Road
Mira
(902) 564-0586

Paul Richardson, Controller

Seaboard Industrial Supply Co., Ltd.
15 School Street
Sydney, Nova Scotia
[902] 564-0400

Alfie MacLeod

Gabarus, Nova Scotia
[902]- 884-2872

Avvie & Evy Druker

Kings Road
Sydney, Nova Scotia
[902] 564-6615

Shirley Chernin

500 Kings Road
Sydney, Nova Scotia
[902] 539-7060