

Charlene Barach

cycle@machka.net

Educational Information

Bachelor of Education Degree with Elementary Education Major (2007- 2009)

University of Alberta, Edmonton, Alberta, Canada

Bachelor of Education program, President's Honour Roll (2005- 2006)

Red Deer College, Red Deer, Alberta, Canada

Desktop Applications Certificates (2004)

CDI Education, Winnipeg, Manitoba, Canada

Microsoft PowerPoint & Microsoft Project (2000-2001)

PBSC, Winnipeg, Manitoba, Canada

Software Development Certificate with Honours (1999-2003)

Red River Community College, Winnipeg, Manitoba, Canada

Business Administration Diploma with Honours (1997-1998)

Success CompuCollege, Winnipeg, Manitoba, Canada

Toastmasters International, Competent Toastmaster (1997-1999)

Winnipeg, Manitoba, Canada

Machine CAD Technology Certificate with Honours (1995-1996)

Red River Community College, Winnipeg, Manitoba, Canada

Bachelor of Arts program, First Year (1993-1994)

University of Winnipeg, Winnipeg, Manitoba, Canada

Bachelor of Biblical Studies Degree with Christian Education Minor (1985-1988)

Peace River Bible Institute, Sexsmith, Alberta, Canada

Computer Skills:

Microsoft Office:

Microsoft Excel	proficient user
Microsoft Word	proficient user with 60 wpm typing speed
Microsoft Outlook	proficient user
Microsoft PowerPoint	proficient user
Microsoft Access	proficient user
Microsoft FrontPage	intermediate user
Microsoft Project 2000	novice user
Microsoft Publisher	novice user

Languages:

Visual Basic	novice user
SQL Language, Oracle and DB2 databases	novice user

Other:

Adobe Acrobat	proficient user
Intergraph Asset and Information Management (AIM)	proficient user
Solid Edge CAD system	novice user

Employment Information

Administration Support Projects Department

Murrindindi Shire Council <http://www.murrindindi.vic.gov.au>

February 2010 – Present

- Designed and maintained Access databases to capture and track data on grants and projects, and to provide timely, current and useful operational and budget reports to Council, departmental staff (especially Engineering), and Project Managers
- Investigated and worked with software to ensure efficient project management and tracking of grants, projects, and budgets
- Communicated and liaised with departments within the Council to gather information to maintain current data in the databases, and to determine useful and relevant reporting techniques for each department
- Provided written instructions and support for process improvements
- Ensured administrative support to Engineering Projects Team

Field Experience Placement

Red Deer Catholic School Division #39 <http://www.rdcrd.ab.ca/>

November 2007 – December 2007; February 2009 – April 2009

- Instructed Grade One classes in two schools under the supervision of mentor teachers
- Created grade-level appropriate lesson plans for Mathematics, Science, Social Studies, Language Arts, Art, Health, and Religion curriculum courses
- Assessed student performance through anecdotal records, rubrics, and quizzes

Document Control Clerk

Nova Chemicals, Joffre, Alberta, Canada <http://www.novachem.com/> (contract through Design Group Staffing Inc. <http://www.dg.ca/>)

February 2005 – August 2005; January 2007 – August 2007; April 2008 – December 2008

- Processed Engineering documents for several departments including checking packages of documents sent to and returned from external drafting companies, and ensuring the data in the Asset and Information Management (AIM) system was current and correct
- Drafted an instructional manual and assisted with tasksheets for Document Control Clerks

Receptionist

Group2 Architecture <http://www.group2.ab.ca/> (contract through Manpower www.manpower.ab.ca/)

May 2006 – August 2006

- Operated switchboard and directed clients and contractors to their appointments
- Wrote and edited business letters and reports
- Worked on significant data entry projects
- Performed the faxing, mailing, and file maintenance

Engineering Documentation Technician

MacDon Industries Ltd. <http://www.macdon.com/>

January 1997 – August 1997 (term position), February 1998 – October 2004

- Participated on several teams involved in coordinating, organizing, and completing release of new agricultural products
 - Prepared supporting documentation and spreadsheets for engineering changes
 - Changed existing drawings with Solid Edge, a Computer Aided Drafting program
 - Managed engineering release process by distributing drawings and supporting documentation to 8 – 12 departments and Case New Holland, one of MacDon's largest clients
- Assisted conversion of engineering drawings and supporting documents from paper to electronic system
- Created and maintained forms, reports, and other engineering documents on the computer system
- Coordinated the organization, copying, scanning, and filing of over 100,000 engineering documents
- Ensured the integrity of the information on the computer system by comparing hard copy and computer documents, and checking consistency between databases for thousands of documents
- Provided computer support and assistance for over 35 employees in Engineering Department
- Taught engineers, drafting personnel, and management in Engineering Department and other departments how to use custom programs by writing several manuals, leading presentations, and holding courses
- Researched, selected, and learned software for the Drafting Department
- Supervised summer students and temporary employees

Other Employment

Fruit Packing Shed

Koala Country Orchards (November 2009 – January 2010)

Retail

Northern Reflections, Red Deer, Alberta, Canada and Edmonton, Alberta, Canada (2007-2008)

Calendar World, Winnipeg, Manitoba, Canada (1996)

Suzanne's Fashions, Grande Prairie, Alberta, Canada (1989)

Robin's Donuts, Grande Prairie, Alberta, Canada (1988 – 1989)

Newspaper and Ad Mail Fliers

Red Deer Advocate, Red Deer, Alberta, Canada (2005 – 2007)

Canada Post – Admail, Winnipeg, Manitoba, Canada (1995 – 1996)

Order Processor

Canadian Party Products, Winnipeg, Manitoba, Canada (1992 – 2000)

Child Care Worker

Assiniboine Castle Daycare Co-op Inc., Winnipeg, Manitoba, Canada (1992)

Learning and Growing Daycare Inc., Winnipeg, Manitoba, Canada (1992)

Kids Korner Daycare Center, Grande Prairie, Alberta, Canada (1989 - 1991)

Interests and Activities

- Cycling - participating in long distance cycling events and cycling tours locally and around the world
- Travelling - Canada, United States, United Kingdom, France, Belgium, and Australia
- Webpage Design - <http://www.machka.net/>

References

- Available upon request