

Joanne Bigham

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Objective: Looking for part-time/virtual employment.

Profile: A multi-faceted individual with a range of experience in a number of industries in the private and public sectors. Computer savvy with extensive working knowledge of a multitude of programs.

Experience

Transcription Services: 2000 - Present

- Over 15 years of academic/research transcription experience.
- University Health Network
- University of Toronto
- Centre for Global eHealth Innovation
- variety of independent research projects

Administrative/Legal/Office

1989 - 2008 PD Bureau, 330 Bay Street, Suite 1304, Toronto, ON M5H 2S8

A wide variety of short and long-term assignments as a legal secretary or administrative assistant in public service and law firms including:

Ministry of Health

- Consent and Capacity Board

Ministry of the Attorney General

- Crown Law Criminal
- Constitutional Law
- Victim Witness Assistance Program

University of Toronto

- Faculty of Law

Meighen Demers

Cassels Brock

Heenan, Blaikie LLP

Daoust Vukovich Baker-Sigal Banka LLP

Philip Anisman, Barrister & Solicitor

Sack Goldblatt Mitchell

Skills

Excellent working knowledge of

- Microsoft: Excel, Word, Powerpoint;
- Adobe: Photoshop, Illustrator, Indesign;
- Moneyworks
- ExpressScribe
- Wordpress

References: available on request