




KRISTEE SATCHELL

EXECUTIVE ASSISTANT

PROFILE

My experience as a Boatswain in the Canadian Armed Forces has given me the ability to multi-task; work quickly while also being efficient, and work well as a team in large or small groups. With my experience with the Canadian Armed Forces, along with my education background I feel there isn't anything that I can not do. I am a very tech-savvy and can help with most applications/devices. A bit about myself is that I am a self-motivated working wife and mom of three beautiful children; two boys ages 5 and 3 I call them my brutes and a one-year-old little girl. I always want to better myself for my children. To show them that you can always excel further in life even if you think you are at your final point in your career

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RESPONSIBILITIES

- Day-to-Day office administration
- Website registration
- Booking facilitators for school-based PD days,
- Booking facilitators and schedules for district learning days
- Building websites including conference websites for district learning days

OTHER INTERESTS

