

Wendy Patriquin
170 Richard Street
Bracebridge, ON P1L 1J3

Phone: 705-385-9250
Fax: 705-385-9251
Email: info@patriquinvirtualoffice.com

Specialized Skills

- exceptional organizational abilities
- excellent communication skills
- proven public speaking and public relations capabilities
- superior interpersonal and negotiation skills

Business Experience

- small business operations
- administrative functions
- bookkeeping
- events planning and coordination
- accounts receivable, accounts payable and collections
- product knowledge and sales
- computer proficiency, including; word processing, Quickbooks, spreadsheet and scheduler software, internet and email
- business machine and office equipment operation
- retail sales

Present Employment

Owner, Patriquin Virtual Office Muskoka, 1994 - present
- Supplying bookkeeping & administrative support services to small businesses

Mortgage Signing Agent, First Canadian Title Service, 2005 - 2012
- Performing mortgage document signing and witnessing on occasional basis

Community Involvement

Volunteer Driver, Family Youth & Child Services Muskoka, 2006 - 2012
Volunteer Driver, The District Municipality of Muskoka, 2009 - 2011
Acting Vice President,
Port Sydney/Utterson & Area Chamber of Commerce, 2008 - 2010
Director,
Port Sydney/Utterson & Area Chamber of Commerce, 2007 - 2008
Foster Parent, Family & Children's Service Niagara, 1992-1994, 1997-2004
Volunteer Driver, Family & Children's Services Niagara, 1986-2003

Community Involvement (continued)

City Councillor, City of St. Catharines, 1994-1997, 1997-2000, 2000-2003
Chair, Governance Committee, 2000-2003
Finance Committee, 1997-2000
Committee of Adjustment, 1994-2000
St. Catharines Heritage Committee, 1995-2000
St. Catharines Public Library Board, 1995-2000
St. Catharines Downtown Association, 1994-1997
Clean City Committee, 1994-1997

Council Accomplishments

- Initiated two Community Watch programs and Queenston Street Community Committee with local residents through the Niagara Regional Police
- Facilitated redevelopment of the site presently known as The Keg restaurant, and the retrofit of Merritton Arena
- Championed the preservation of Merritton Carnegie Library
- Founded the Clean City Committee's Adopt-a-Creek program
- Publicly advocated for the transfer of land ambulance service to the Regional Municipality of Niagara and staunchly opposed the privatization of local hydro utility

Awards

The Business Link 2004 business & community contribution award "40 Under Forty"
St. Catharines Standard 2003 "*Newsmaker of the Year*"
Family & Children's Services Niagara Volunteer Driver Fifteen Years of Service
Family & Children's Services Niagara Foster Parent Five Years of Service

Professional Courses, Conferences & Seminars

Primer on Planning, Association of Municipal Clerks & Treasurers of Ontario, May 2010
Planning Act: Bill #51 Conference, Toronto, February 2007
Panelist, Sustainable Communities Roundtable, City of Hamilton, Fall 2003
Association of Municipalities of Ontario Conference, 2002 & 2003
First Aid/CPR training, Family & Children's Services Niagara
Prevention & Management of Aggressive Behaviour, Family & Children's Services Niagara

References available upon request