

Jennifer Sadler
163 Victoria Avenue
Essex, Ontario
N8M 1M9
Home: (519)776-8515

Education

Humber College Institute of Technology and Advanced Learning 2007

- Completed Level 1 of the Weston Foods Customized PLC Training program (2007)

St. Clair College of Applied Arts and Technology 2001 → 2004, 2005

- Enrolled in the Computer Systems Technology program (2001 → 2004)
 - Attained my *Computer Programmer Analyst* diploma in 2004 (3-year program of study)
 - Attained my *Computer Systems Technician - Networking* diploma in 2003 (2-year program of study, night-school)
- Earned 3 additional credits toward a certificate in *Industrial Automation Instrumentation Engineering Techniques - Programmable Logic Controls* (2005)

Essex District High School 1996 → 2001

- Earned my Ontario Secondary School Diploma (1996 → 2000)
- Earned my OAC Certificate as an Ontario Scholar (2001)
- Was recipient of several bursaries and scholarships upon graduation, including:
 - *A.J. Billes Canadian Tire Scholarship*
 - *Kinsmen Club of Essex Technological Bursary*
 - *St. Clair College Entrance Award*

Experience

Weston Bakeries/Ready Bake Foods 2005 → present

- Currently hold the Operations Administrator/Safety Coordinator position
- Responsible for production reporting, employee payroll, benefits coordination, coding and processing invoices, vendor setup, contractor maintenance, customs compliance, accruals, petty cash, minor budgeting, courier pickups and receipt, conducting interviews and orientation of new hires, labour relations, accident reporting and follow-up, leading safety committee meetings, basic server maintenance, phone system administration, operating front desk/main switchboard, as well as other management duties as required
- Have been an active member of the Environmental, Safety, Social, and General Manufacturing Practices committees
- Previously worked as Quality Assurance Assistant and General Labourer
- Wrote standard operating procedures for disassembling, cleaning, and reassembling all equipment in plant and designed baked waste detection visual criteria poster board system

Skills

- Ability to work with computers of both Microsoft Windows and Unix-like operating systems, and familiarity with a vast assortment of software and software suites
- Object-oriented programming and software development training, creating and debugging both console and graphical user interface applications in a variety of integrated development environments, including Microsoft Visual Studio.NET
- Proficiency, to varying degrees, in the languages of: ASP, C++, HTML, Java 2.0, JavaScript/Jscript, JSP, MySQL, PBASIC, PHP, QBASIC, SQL, Turing, Visual Basic.NET, Visual Basic 6.0, VBScript, and XML
- Experience working with databases in Microsoft Access and Microsoft SQL Server environments
- Ability to apply XML, XSL, DTDs, and schemas to enhance documents
- Flair for web development and design, creating HTML and DHTML files and components
- Competence programming C++ .cpp and header files
- Firm grasp of Java applet and application creation, with specific knowledge pertaining to Internet security, browser contexts, sessions, and servlets, applicable to e-commerce situations
- Working knowledge of ladder logic and STL programming for Allen Bradley and Siemens programmable logic controllers
- Networking skills

Additional Information

- I am a quick-learner, good with people, and work well both alone and with others.
- I have excellent computer skills and can type fairly quickly.
- I achieved a perfect score of 240 on the Computerized Placement Test (CPT) required for college entry.
- My hobbies include digital image editing and playing video games (both PC and console).
- I am a member of the Canadian Internet Registration Authority (CIRA).
- I have completed my WSIB Sector-specific Certification training for Manufacturing through the Industrial Accident Prevention Association (IAPA).

References

Brian Balkwill, *P.Eng., MBA*
Co-worker
Cell: (519)562-3340
Work: **Weston Bakeries**
(519)776-1568,
ext. 225

John Sproul, *P.Eng.*
Former Co-worker
Work: **Streamline**
Foods
(613)961-1265,
ext. 238

Brian Aspinall, *B.Sc. [Hons], B.Ed.*
Past Employer: web design
Cell: (519)992-3389
Work: **Wheatley Area Public**
School
(519)825-4621