

## **Daniel Lamb, B.A.**

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### **OBJECTIVE**

To participate in the development and implementation of management solutions to enhance efficiency and add value to an organisation and its clients.

### **PROFILE**

Results oriented professional with experience in administration, customer service, sales and social science research. Self-motivated and hardworking, able to use own initiative and work as part of a team. Proven leadership skills, including managing and motivating staff to achieve organisation objectives. These include excellent oral and written communication skills, strong inter-personal skills as well as computer skills.

### **MANAGEMENT SKILLS AND COMPUTER EXPERTISE**

Proven track record of organisational & time management skills, interpersonal communications, written skills including proof-reading, syntax and grammar.

Excellent technical skills in Word or WordPerfect, Outlook, PowerPoint, Excel or Quattro Pro, Access. Expertise in all facets of web design in HTML/XHTML and PHP/MySQL.

### **EMPLOYMENT HISTORY**

#### **Financial Security Advisor & Mutual Funds Representative**

2005-Ja 2008

Primerica Financial Services, Montreal, Quebec

Engaged in all aspects of the personal sales process of financial services to middle income families. Transferred skills acquired through experience to break into new markets, as well as provide in-house training and technical support to agency associates for PC and PDA devices.

#### **Associate Project Manager**

2000-2005

Adaptech Research Network, Montreal, Quebec

Assisted three Co-Directors of this academic and rehabilitative health care research organisation affiliated with Dawson College. Responsibilities included: day-to-day tasks of office management and oversight of 3-5 research assistants; cultivating and maintaining contacts with research partners; applying technical writing skills for clarity, grammar and syntax of research grant proposals or peer review articles that disseminate research findings; providing in-house computer software and hardware support; web master for organisation's web site ([www.adaptech.org](http://www.adaptech.org)); maintaining computer local area network; preparing technical content for training users with learning disabilities.

#### **Registrar and Assistant to the Executive Director**

2000

Mobility Cup 2000, Pointe-Claire, Quebec

Reporting to the Executive Director and Chairman, assisted in the planning and managing of this international sailing regatta hosted at the Pointe-Claire Yacht Club. Edited and proofread marketing documents forwarded to major sponsors. Co-ordinated information with five other organising sub-committees. Received and managed registrations of 150 individuals from all over North America. During the event, responsible for accounting and event management.

### **EDUCATION / PROFESSIONAL DESIGNATIONS**

Bachelor of Arts, Honours with Distinction, Concordia University, Montreal

Recipient of the Terry Fox Humanitarian Award

Diplôme d'Études Collégiales from Marianopolis College, Montreal