



# SANDRA DESCHAMPS

B.TECH. (APPLIED COMPUTER SCIENCE) OFFICE COORDINATOR

Sandra holds a Bachelor of Technology in Applied Computer Science from Ryerson Polytechnical Institute. She has over 26 years in experience in teaching and providing technical and coordination services. In her role at Skelton Brumwell and Associates, Sandra is responsible for organizing and maintaining network data, designing and maintaining company Intranet and databases, network server and workstation support (hardware and software),

support of other office machines (Fax, Scanner, Copier), Office 2016/ Office 365 setup and support, office filing, archiving paper and electronic data, maintaining data backup system, sourcing and purchasing office supplies, performing secretarial functions and receptionist functions as well as the design of marketing material and paper ads.



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## SKILLS & EXPERTISE

- + Maintaining Network Data
- + Intranet and Database Design and Maintenance
- + Office Equipment Support
- + Office 2016/365 Set-up and Support
- + Filing and Archiving
- + Data Backup Systems
- + Technology Instruction
- + Computer Hardware
- + Software Installation
- + Small Business Training and Support
- + Marketing