



Sandra McDonald

Associate

Sandra is helpful and resourceful with a rich history of administrative and accounting experience in the financial and medical service industries. Her project management skills were refined while running a successful business of her own for over 10 years and during her 10+ years with Quality & Compliance Services Inc.

Always positive and self-motivated, Sandra is an indispensable part of Q&C. Her strength in client service and project management is fully utilized in her role as administrative support for our organization.

SKILLS & HIGHLIGHTS



Project Management

- Manages distribution of GMP booklets
- Manages production and set up of GMP/cGMP training
- Manages Q&C's office and coordinates all office administrative activities
- Maintains Q&C quality system documentation

Computer Skills

- Microsoft Office – Microsoft Word, Excel, PowerPoint, Visio

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EDUCATION

- Medical Office Administration Program, Sheridan Institute of Technology, Brampton, ON

CONTINUING EDUCATION, CAREER DEVELOPMENT

- Technical Writing Course, Q&C
- Introduction to ISO 9001:2000, Q&C
- Fundamentals of GMP, Q&C

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