

DOREEN DAVIES

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An enthusiastic and organized Executive Administrator with over fifteen years of experience managing office processes and delivering excellent customer service in the media, mining, not-for-profit and financial service industries. A strong communicator who solves problems in a creative manner and excels at meeting deadlines. Key strengths include:

- Project Management
- Financial Management
- Digital Publishing
- Process Improvements
- Event Planning
- Investor Relations

PROFESSIONAL EXPERIENCE & ACHIEVEMENTS

VARIOUS TEMPORARY ASSIGNMENTS

Mar 2012 - Present

BARRICK GOLD CORPORATION, Toronto ON

2010 - 2011

Administrative Assistant, Global HR

Reporting to VP Global HR, provided confidential support to the VP and HR team. Ensured the smooth flow of activities domestically and internationally, pro-actively managing daily calendars. Effectively coordinated meetings with senior executives, managed travel arrangements and resolved general inquiries.

- Compiled, maintained and monitored department's combined budget (\$20M) spreadsheet including monthly budget alignment, preparing quarterly reports and forecasts, investigating discrepancies, and participated in annual budget planning.
- Revamped and administered the Barrick Executive Vehicle program, designing and installing a more effective reporting process that eliminated errors and over-billing.
- Organized and attended high profile 2011 Annual Global HR Summit in Las Vegas. Selected venue, arranged catering, designed and prepared delegate gifts, individualized delegate information packages, and selected venue for wrap party.
- Researched and organized catering and group events for 2011 Global Recruiting Summit in San Francisco. Electronically monitored event for trouble-shooting or last minute requirements from presenter.
- Developed artwork for PowerPoint presentations using Adobe Illustrator. Prepared spreadsheets, correspondence and reports, consistently delivering high quality product within tight time frames.

VARIOUS TEMPORARY ASSIGNMENTS

2010

CORUS ENTERTAINMENT, Toronto, ON

2007 - 2009

Executive Assistant, Finance and Corporate Development

Provided strong administrative support to a busy executive and back-up support to co-workers. Managed and administered all insider trading reporting for Board of Directors and staff, ensuring no late filing penalties were levied.

- Developed database to assist in development of annual Investor Relations Plan and marketing to potential shareholders, centralizing key customer data.
- Successfully rolled out web-based Diligent Boardbooks upgrade to Board and staff, significantly reducing costs. Trained Directors on-site and remotely in the effective use of this tool.
- Assisted with developing Strategic Plan for 2010/2012, presenting complete, professional and timely delivery of package to the Board.

Manager, Investor Relations and Executive Assistant to CFO

(Contract Position - Maternity Leave - Excelled in this position and was subsequently hired on a full time basis)

Provided strong administrative support to the CFO and the Controller, including email and calendar management. Liaised with Board members, senior management team, investors, analysts and regulatory bodies.

- Achieved goal of no late filing penalties with respect to Insider trading reporting to Ontario Securities Commission.
- Completed and submitted interim and annual filings to Canadian and U.S regulatory bodies, meeting all deliverables.
- Coordinated the timely and accurate assembly and distribution of Board and Committee meeting materials using Boardbooks, the web portal used by the Board of Directors.
- Researched and drafted materials for Annual General Meeting and successfully managed AGM mailing in conjunction with transfer agent and printer.

MCCORMACK, BARRISTERS & SOLICITORS, Toronto, ON**2006 - 2007****Executive Administrator**

Administered day-to-day requirements of busy legal office including billing, A/P, A/R, monthly trial balance, payroll and government remittances, ensuring tight deadlines were consistently realized. Responded to client inquiries and resolved problems in a timely manner.

- Created and maintained client files and database, ensuring proper data integrity controls and safety were in place.
- Kept financial records current and facilitated smooth audit by the Law Society of Upper Canada.

CIBC MELLON GLOBAL SECURITIES SERVICES, Toronto, ON**1999 - 2006****Executive Assistant to Sr. Vice President, Investment Fund Accounting**

Provided strong administrative support to the SVP, acting as liaison between staff and senior executive and paying particular attention to sensitive issues. Also supported CEO and COO in the absence of their assistants. Supervised and coached junior staff, resulting in their promotion.

- Recommended and struck company-wide working group that ensured consistency in re-branding of internal and external documentation.
- Managed team of Executive Committee and external partners for potential sale of business segment. Upheld confidentiality, met key deliverables and assembled and maintained data room.
- Developed and coordinated an audio-visual departmental showcase viewed by 500 employees, introducing an innovative concept to communicate difficult information.
- Conceived presentation of “The Future of Technology in the Workplace”, a multi-media exhibition for an Executive Committee off-site meeting.
- Recipient of GEM Award (Going the Extra Mile) for exceptional contributions.

ONTARIO TRILIUM FOUNDATION, Toronto, ON**1987 - 1997****Manager of Administration****Executive Assistant to the Executive Director**

Maintained all monthly financial records including balance sheet for a foundation with a \$17M annual budget, and monitored Foundation’s \$1.2M operating budget. Effectively administered payroll, group benefits and pension/RRSP plans and assisted in selection of group RRSP carrier.

- Provided comprehensive support to the volunteer Board of Directors and managed all aspects of Board, sub-committee and Annual General Meetings, which included scheduling, logistics, drafting agendas, coordinating and distributing meeting materials and minute taking.

- Developed and implemented HR policies and manual and researched and collaborated with working group to develop performance appraisal system that linked objectives, performance standards and development plans.
- Organized the Foundation's tenth anniversary reception attended by 300 guests. Effectively managed catering, guest lists, invitations, program design, selection and coordination of grant recipient display booths.
- Coordinated the final layout, assembly and delivery of press kits for launch of new award program, meeting high standards for quality and timeliness.

SELF-EMPLOYMENT (PART TIME)

Artist Management for Reuben Cherry Band, Toronto ON

2004 - 2006

Managed administrative, financial, sales and marketing and planning aspects for up and coming rock and soul band.

- Organized all logistics for road trips to western Canada, which included comprehensive tour book with detailed, personalized schedules and travel information, the review and execution of all performance contracts and handled merchandise requirements.
- Liaised with festival organizers to rebook the band for a second western Canada tour, which resulted in the band playing at larger venues and performing as support act to well-known American band.
- Designed Access database to track appropriate festival submission requirements and deadlines.
- Managed marketing for band which included writing press releases, biographies and design of other press kit materials. Generated increased coverage and designed mechanisms that increased fan base, such as contests and e-mail outreach.

EDUCATION & PROFESSIONAL DEVELOPMENT

- Certificate in Digital Publishing, George Brown College - in progress
 - Certificate in Human Resources Management, Human Resources Professionals Assoc. of Ontario
 - Certificate in Advertising and Graphic Design, Humber College of Applied Arts and Technology
 - Effective Project Management, SkillPath Seminars
 - PADI Certified Open-Water Diver
- *Computer Skills:* MS Office Suite including Access, Lotus Notes, Adobe Illustrator and Photoshop, PC Law, AccPac, Boardbooks, Oracle, Visio, Google email, documents and calendar

VOLUNTEER EXPERIENCE

Vice Chair, Village Green Tenants Alliance

Past Chair, Foundations Fundraising Committee, VOICE for Hearing Impaired Children

The Mining Life Cycle

EXPLORATION

- Exploration is the first step in building a mine
- Geologists look in favourable areas using geo mapping and geochemistry as well as drilling many holes at various depths for samples to build a 3D picture of minerals below



CONSULTATION

- Deal with landowners, governments & local people
- Acquire land via joint venture, land purchase or stake
- Acquire permits & approval and set performance standards
- Must be safe, profitable and environmentally sound



MINING

- Once it is determined there is enough mineral deposits to mine, engineers decide whether an open-pit or underground mine will be used
- Site infrastructure is built
- Ore is prepared for loading and processing by careful blasting



PROCESSING

- Ore gets sent to the crusher; high grade ore goes through a grinding circuit
- All types of ore go through the leaching circuit
- Gold bearing solution is treated to separate gold from other elements
- Extracted gold goes into a furnace and is processed twice to remove impurities and finally forms a doré gold bar - 90% pure



CLOSURE & REHABILITATION

- Leftover rock and water used in processing are carefully managed to protect the environment
- Waste rock is returned to the land covered with grasses, shrubs and native plants
- Pits and shafts are closed; infrastructure may be transferred

