

Dawne Russell

Administrative Assistant

Role Description

The position is responsible for providing professional administrative & organizational service to all staff within Integrated Strategic Alliances & Networks. The role serves as a liaison between project teams and management, as well as internal and external stakeholders.

Projects

- Thames Valley Hospital Planning Partnership – Administrative Support
- Knowledge Management
- Website maintenance

Educational Background/Certifications

2005	Business Management	<i>Stratford Career Institute</i>
2004	Administrative Assistant	<i>Stratford Career Institute</i>
1993	Computerized Accounting	<i>Sterling Business Academy</i>

Professional Development

- 2009 **Crucial Conversations®**
- 2009 **Project Management Training** (Project Leadership Centre)

Employment History

2005 - Present	Administrative Assistant , Integrated Strategic Alliances & Networks London Health Sciences Centre & St. Joseph's Health Care, London
2004 – 2005	Administrative Secretary , Department of Diagnostic Radiology London Health Sciences Centre
2003 – 2004	Administrative Assistant , Department of Diagnostic Imaging St. Joseph's Health Care, London
2002	Program Secretary , Population Health & Chronic Disease Prevention Brant County Health Unit

Interest Areas

- Technological Advancement