



Lillian Pelerigo

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Profile

Over 15 years of Office Administrator experience in a fast paced environment. Highly skilled in multitasking in a demanding environment while maintaining a focus on customer service. Created the Emergency Management Plan for the Township of Wellesley. Organized and produced the Township of Wellesley biannual Community Services Newsletter. Member of the City of Stratford Website Committee. MS Office Power user (Word, Excel, Outlook and Power Point).

Experience

ENTREPRENEUR, ARCOS DE VALDEVEZ, PORTUGAL – 2022-2024

- Launched a family owned agri-tourism project, consisting of a vineyard with an Airbnb
- Liaising with other parties such as the architects, engineers and city officials
- Managing maintenance of grapes for local white wine producer
- Organized all aspects of business operations, strategy and finances

FIRE ADMINISTRATOR / DISPATCHER, CITY OF STRATFORD, ONTARIO – 2011-2022

- Provided clerical and administrative support for Fire Administration, Fire Prevention and Training Divisions
- Answered 911 emergency and non emergency calls, responded to public inquiries on a multi-line phone system and via email
- Dispatched emergency services using radio communication equipment
- Compiled data and statistics for managerial and municipal reports
- Prepared purchase orders for equipment and materials
- Invoicing and issuing receipts
- Received payments for departmental fees and services
- Maintained manual and computerized information filing systems
- Minute Taking
- Updated department website content and photos