

**PAI**303 Bagot Street, Suite 501 Tel: (613) 545-3303 jhparker@parker-inc.com
Kingston, ON, K7K 5W7 Fax: (613) 545-1154 www.parker-inc.com**Parker & Associates, Inc.**

JENNIFER MACDAID

EDUCATION

- 2002 Spanish Conversation I and II Courses, St. Lawrence College, Kingston
- 2000 Writing Certificate Course, St. Lawrence College, Kingston
- 1996 TESL Certificate, ESL Teacher Training Centre, Vancouver
- 1995 Bachelor of Arts, Honours in English and Law, Carleton University, Ottawa

EXPERIENCE

2005 ***Acting Marketing Manager, Parker & Associates, Inc., Kingston, Ontario***

- Research business opportunities and maintain PAI marketing strategy
- Manage the Marketing Department
- Manage marketing activities
- Provide professional support to project teams

2001 to Present ***Project Coordinator, Parker & Associates, Inc., Kingston, Ontario***

- Co-ordinate and support the preparation of project documentation
- Coordinate the administration of projects
- Adhere to Quality Manual and Project Procedures Manual
- Provide Project Status
- Coordinate the completion of Action Items according to Project priorities
- Projects include:
 - New Jersey Transit, Bid Preparation
 - R160 New York City Transit, Bid Preparation
 - SpoorNet (South Africa), Bid Preparation
 - South Eastern Pennsylvania Transportation Authority, Bid Preparation

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- High Speed Rail Report, Technical Writer
 - Southern California Regional Rail Authority, Metrolink, Technical Writer
 - R160 Software Documentation, Documentation Support
 - Taiwan High Speed Rail Project, Documentation Support
 - Chicago Metra, Bid Preparation
 - Stagecoach UK, Bid Preparation
 - Chicago Transit Authority, Bid Preparation

2002 - Present **Marketing Coordinator, Parker & Associates, Inc., Kingston, Ontario**

- Provide administrative and technical assistance to the Marketing Manager
- Provide technical and administrative support to Project teams

2001 - 2002 **Quality Assurance Coordinator, Parker & Associates, Inc., Kingston, Ontario**

- Investigate and identify long-term and short-term quality improvement
- Coordinate development and implementation of new company guidelines and procedures
- Ensure that all PAI manuals and procedures meet PAI's quality standards
- Perform or arrange for QA Audits of Departments and Projects to ensure that existing procedures are followed
- Provide leadership in promoting quality and customer focused activities within the organization

2000 to 2001 **Sales and Marketing and Administration, Multatuli Coffee Merchants, Kingston, Ontario**

1999 to 2000 **Assignment Writer, Health and Living Magazine, Inverary, Ontario**

1997 to 1998 **ESL Instructor, Language Studies Canada, Vancouver, British Columbia**