

**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.**

LEE MOCON

EDUCATION

- 1997 Business Administration: Municipal Management Diploma, Sir Sandford Fleming College, Peterborough, Ontario
- 2001 E-Commerce Design Diploma, Institute for Computer Studies, Toronto, ON

EXPERIENCE

2001 - Present **Project/Procurement Coordinator, Parker & Associates Inc., Kingston, Ontario**

- Identify and coordinate the timely completion of project related action items, establish work priorities and oversee and coordinate related administrative procedures
- Distribute and track work assignments, preparing and reviewing various documents, editing, and performing quality and format reviews
- Prepare and maintain project guidelines and checklists, action item lists, project status reports, and correspondence records
- Provide Procurement support in requesting and expediting submission of technical and commercial information from a wide range of companies
- Significant projects include:
 - Chicago Transit Authority (CTA) Proposal
 - Port Authority Trans-Hudson Corp. (PATH) Proposal
 - Southern California Regional Rail Road (SCRRA) Metrolink Proposal (including 2005 re-bid)
 - Southeastern Pennsylvania Transit Authority (SEPTA) Proposal (including 2005 re-bid)
 - Taiwan High Speed Rail (THSR) Documentation coordination
 - Massachusetts Bay Transportation Authority (MBTA) – Greenbush Line Proposal

1999 - 2001 **Franchise Development, Performance Detailing, Toronto; Ontario**

- Reporting to the President
- Responsible for the planning and development of turn-key franchise locations.
- Responsible for all accounting, sales, marketing, human resources functions.

1997-1999 **Procurement Support, DeHavilland Aircraft Inc., Downsview, Ontario**

- Reporting to Procurement Supervisor
- Provide administrative support to 9 Buyers in Interiors department. Assist in preparation of purchase orders, shipping documents and expediting.
- Responsible for creation and maintenance of purchase and delivery schedules, reports and charts. Update and modify inventory database.