



Wendy Sicard

Administrative Assistant

1 Year at TCE

Education

A.S. Business Administration
1986 *Champlain College*

Work History

Far Post Soccer Club
Essex Junction, VT 2010-2015
Bombardier Capital, Inc.
Colchester, VT 1989-1999
Concord Construction Co.
Essex Junction, VT 1985-1989

Volunteer Work

Various VT Soccer Clubs

Wendy is an Administrative Assistant with experience in both the Construction and Financial Services industry. Her role is to provide general office administrative support including client invoicing, payroll and day to day office tasks.

Her strong organizational skills and attention to detail assist TCE in keeping the processes in the office running smoothly. Wendy is always willing to take on new challenges and assist our Project Managers whenever possible. She provides a warm and welcoming presence to all who enter TCE's office.

Wendy grew up in Bennington, VT and lives in Colchester with her husband and 3 children. Both her daughters are currently in college and continue to play soccer, while her son is busy running high school XC and Nordic Skiing. Wendy is an outdoor enthusiast who enjoys paddle boarding, bicycling, nordic skiing as well as hiking and riding ATV's at their family camp in the beautiful mountains of Northfield.

Key Skills

- Invoicing and Payroll
- Project Administration
- Client Communications
- Database Management
- Attention to Detail