



## **Wendy Sicard**

Administrative Assistant

3 Years 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  
High School Sports Teams

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. She has 3 children. Her eldest daughter is a graduate of Champlain College and resides in Burlington while her other daughter is currently in her senior year at Southern NH University. Her son is a Freshman at Northeastern University. Wendy is an outdoor enthusiast who enjoys running, paddle boarding, bicycling, nordic skiing, as well as hiking and riding ATV's at their family camp in the beautiful mountains of Northfield.

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### **Key Skills**

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