**PROFESSIONAL QUALIFICATIONS**

 **OF**

**JUNE CAMPBELL**

**SALMON VENTURES, LTD.**

Born, raised, and educated in the United Kingdom. Has forty-plus years of experience in both the retail and private industry sectors. Positions held included sales, management, office management, and government-related jobs. Current position of 16 years with both Salmon Ventures, Ltd., and the New Jersey Energy Coalition.

August 2008 – Present

**Salmon Ventures, Ltd.**

Sr. Executive Assistant & Business Manager

Provide executive support to the company Chair, CEO/President

Assist staff members

Coordinate all schedules for meetings, conferences

Assist with event planning

Client Communications

Client Billing

AP/AR

Overall Office Management

**New Jersey Energy Coalition**

Sr. Executive Assistant & Business Manager

Provide executive support to the company Chair, CEO/President

Assist team members

Coordinate all schedules for meetings

Assist with event planning

Member Invoicing

Member Communications

AP/AR

Office Management

Previous employers - WHSmith, CO-OP Ins., DHSS, RMPO, POAC

**Education**

Graduated in 1971 from an all-girls school

Attended and completed secretarial, and business management courses