

## References

### Reference 1:

<b>Company Name:</b>	SNC-Aecon Joint Venture
<b>Contact Name:</b>	Randy Cline
<b>Contact Title:</b>	Area Manager – Execution Phase Planning
<b>Contact Telephone:</b>	289 291 3536 ext. 59274
<b>Contact email:</b>	<a href="mailto:rcline@aecon.com">rcline@aecon.com</a>
<b>Date Work Undertaken:</b>	October 2014 to June 2015
<b>Nature of Assignment:</b>	Develops and/or maintain RFP document templates to optimize RFP document production and improve consistency. Prepare, edit, and format detailed and summary narratives and reports. Interface with the OPG, the JV, and 3 <sup>rd</sup> parties to assess requirements, determine appropriate methods of delivery, Manages large, complex, and interconnected electronic files. Organize, format and conduct reviews with stakeholders to ensure adequacy, effectiveness and accuracy.

### Reference 2:

<b>Company Name:</b>	The Regional Municipality of York
<b>Contact Name:</b>	David Borsato
<b>Contact Title:</b>	Project Manager, Enterprise Architecture, Information Technology Services, Finance
<b>Contact Telephone:</b>	(905) 830-4444 ext. 71895
<b>Contact email:</b>	<a href="mailto:david.borsato@york.ca">david.borsato@york.ca</a>
<b>Date Work Undertaken:</b>	March 2014 to May 2014
<b>Nature of Assignment:</b>	Create RFP - Terms of Reference for IT Disaster Recovery Procurement Process. Create RFP - Terms of Reference for IT Master Plan for the Region. Review edit and update Disaster Recover and Business Continuity documentation.

### Reference 3:

<b>Company Name:</b>	Ontario Power Generation (OPG)
<b>Contact Name:</b>	Glen Dempster
<b>Contact Title:</b>	Sr. Manager IT Security
<b>Contact Telephone:</b>	(416) 550-2221
<b>Contact Email:</b>	<a href="mailto:glen.dempster@opg.com">glen.dempster@opg.com</a>
<b>Date Work Undertaken:</b>	March 2012 to May 2012
<b>Nature of Assignment:</b>	Providing quality documentation, editing and schedule / conduct meetings with IT staff, managers and directors. Plan and develop clear, concise and easily understood Policies and Procedures for Corporate wide IT Security using SharePoint to provide a document & file management platform and collaboration tool.