



TAMMY GRIFFIN

ADMINISTRATOR


Experienced Administrator

- Office Receptionist / Legal Secretary / Title Searcher; writing wills, filing court documents at the court house (1986-1988)
- Starting Businesses (secretarial services, hotel/training facility, book publishing, missions agency) (1995-96, 2010-2018)
- Developing communications and public relations plans and their implementation (2003)
- Administration and Social media for a NY Times Best Selling Author (2016-2017)
- Program Co-ordinator for a national non-profit initiative; developing programs, writing codes of best practice, conducting surveys, creating and keeping up to date databases, creating orientation and training materials, leading phone interviews (2007-2009)
- Working with various personnel and developing all materials required to create a website, developing websites
- Investigating; interviewing, recording, reporting
- Public speaking at conferences
- Leading small groups, and attending events as a representative, creating curriculum and teaching material, including internationally
- Foster parenting with the same organization for dozens of children over several years; transcribing, incident reporting, report writing, monthly expenses (2004 - present)
- Receptionist Osteopath's office (2023 - present)

Employed By

David J. Parsons Barrister & Solicitor, Frankford, ON
Bruce A. Owen, Barrister & Solicitor, & MPP, Barrie, ON
Simcoe Investigations, Barrie, ON,
Crossroads (100 Huntley St.), Burlington, ON
Steenia Holmes Author, Calgary, AB
Carpe Diem Therapeutic Fostering, Brampton, ON
Self-Employed and Contract work
Still Dynamics Classical Osteopathy, Brantford, ON

 289-788-8742

 griffintammy@icloud.com

 8 Tate Street, Brantford, ON
N3T 0R9

Education

HIGH SCHOOL:
BAYSIDE SECONDARY,
BELLEVILLE
ADVANCED LEVEL DIPLOMA

COLLEGE:
INTERNATIONAL SCHOOL OF
INVESTIGATIONS AND
PROTECTIVE SERVICES, TORONTO
PRIVATE INVESTIGATOR AND
BODY GUARD

MOHAWK COLLEGE
PUBLIC RELATIONS IN THE NON-
PROFIT SECTOR, COURSE

Skills/Training

- Office Skills, Mac computer skills
- Problem-Solving
- CPR/First Aid (current)
- Crisis Prevention/Intervention
- Project Management Tools
- Strong Communication
- TQUK Level 5 TESOL -OFQUAL
- Monthly Training (politically correct, government responsibilities, Indigenous Training, sensitive/vulnerable public sectors, etc.)



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Tammy Griffin

Experienced~Trained

Dedicated to promoting respectful and
compassionate caregiving and proficient
in teaching and training children

LEADING & TEACHING

2012-2019 - Homeschooling my son

2012- Teaching English at a German Kindergarten (23 registrants),
Bavaria, Germany

2009- Teaching curriculum that I developed to girls aged 11-19- life
skills, etiquette, crafts, baking

1999- Teaching curriculum that I developed to girls aged 16-19- life
skills, etiquette, home care, humanitarian training

1988- Lead a Jr.High Group at Church

1986- Teaching Gymnastics to children aged 6-8

1984- Basketball Referee for children aged 10-13

CHILDCARE

-Assisted my husband leading youth retreats, conferences,
conventions, camps, seminars

-Full-time 24/7 care Therapeutic Specialized Care Home for high
needs children, sibling groups, twins.

-Advocated for children with lawyers, social workers, schools,
doctors, therapists, specialist appointments, shopped for them,
cooked, trained, and all things involved in care.

EDUCATION & TRAINING

High School Completion in Canada- Advanced Level

Trained Legal Secretary

Trained Title Searcher for Lands, Mortgages

Started a Secretarial Service Company for Architects and Private Investigators

International School of Investigation and Protective Services

Body Guard Training

Public Relations in the Non-Profit Sector

Program Co-ordinator for a Homeless Initiative across Canada

Crisis Prevention and Intervention

Therapeutic Foster Care for Children with ongoing training

Approved Intensive Canadian Adoption HomeStudy

Certified Aerobics Instructor YMCA

CPR/Basic First Aid

TQUK Level 5 OFQUAL TESOL (Teaching English as a Second Language)

Social Media Administrator for NY Times Best Selling Author

Started a Small Publishing Company with husband

Lips Training (LindaMoodBell Phonemic Sequencing Course)

Montessori Parenting Philosophy Course

Introduction to Child Nutrition Course (Stanford Medical)