Jennifer McDonald

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Profile

Motivated, personable business professional with a successful track record in the fields of public service, administration and customer service. Talent for quickly mastering technology and ability to keep up to date with advancements.

Flexible and versatile – able to maintain a positive demeanor under pressure. Poised and competent. Thrive in deadline-driven environments.

Employment History

TOWN OF BRIDGEWATER – Bridgewater, Nova Scotia
Deputy Mayor, 2024 - Current position

- Providing assistance to the mayor and fulfilling duties in their absence
- Attending public events and functions on behalf of the town of Bridgewater
- Building relationships with neighboring municipalities
- Participating in meetings with other levels of government and stake holders

TOWN OF BRIDGEWATER – Bridgewater, Nova Scotia
Municipal Councilor, 2012 - Current position

- Decision making, strategic planning and budgeting
- Ensuring compliance with the Municipal Government Act
- Community engagement, and ensuring transparency, accountability and strong communication with the community
- Sitting on various committees as a liaison and resource

SERVICE CANADA – Bridgewater, Nova Scotia
Service Canada Benefits Officer (PM-02), Current employer

- Use of a variety of computer programs and resources
- Collecting and recording client and employer statements
- Recording relevant facts, the associated legislation, references, and jurisprudence used in adjudication. As well the rationale behind the final decision rendered.
- Proven ability to manage time effectively to thoroughly evaluate the facts on file and meet timelines
- Selected for the hybrid officer pilot project, combining the work of Payment Services Officers and Service Canada Benefits Officers to complete files from beginning to end

Payment Services Officer (PM-01), 2020-2021

- Use of a variety of computer programs and resources
- Processing and calculating client applications
- Contacting clients and employers to gather information
- Attention to detail
- Achieved production and quality expectations

LAHAVE RIVER CREDIT UNION – Bridgewater, Nova Scotia
Financial Services Officer, 2018-2020

- Assembling and processing lending applications and assessing them for approval
- Preparing agreement documents **CUT AT 300 WORDS**