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## Our Services

- Roof Specifications
- Drafting Roof Plans (AutoCAD)
- Drafting Roof Details (AutoCAD)
- Roof QA Reviews (ARCA Approved)
- Radon Installation QA Reviews
- Radon Measurement Testing
- Building Envelope QA Reviews
- Roof Consultations
- Roof Leak Investigations
- Leak Management Program
- Project Management Services
- Roof Evaluation Reports
- Scope of Work Documents
- Thermal Imaging
- Annual Maintenance Packages

## Notable Projects

- University of Alberta
- N.A.I.T
- West Edmonton Mall
- O'Leary Fitness & Leisure Centre
- Edmonton Separate School Board
- Icon Towers
- Gregg Distributors Logistics Centre
- Telus World of Science Gallery Addition
- Edmonton International Airport
- Edmonton South Clinic
- AGLC Distribution Warehouse
- Grande Prairie QEII Hospital
- ICE District

## Background

Lynn has been involved in the office administration for the roofing and glazing/curtain wall industry since 1989.

## Professional Highlights

### Experience

- Financial/Accounting Understanding & tracking
- In-Depth Understanding of Business Writing
- Office Administration
- Report Evaluation
- Reception Desk
- Fleet Management

## Responsibilities

- Accounting
- Invoicing (Internal/External)
- Report Distribution
- Report Evaluations
- Safety Administration
- Office Management

## Courses & Certifications

- Microsoft Word & Excel
- QuickBooks Pro
- Alcohol, Drugs, Safety (ADS) Course
- W.H.M.I.S. 2015
- CSTS (06) 1005975
- Small Employers Health & Safety Management
- Standard First Aid CPR/AED Level C

***“Goodwin Roof Inspections & Consulting (1999) Ltd. is a company built on a foundation of morality and passion for the roofing and envelope industry.”***