

Ana Bento

B.A

Project Planning Coordinator

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Employment History

2021–Present

Project Planning Coordinator,
SvN Architects + Planners

2019–2021

Creative Direction & Business
Development, *Ana Bento Creative*

2017–2018

Vice President, Operations & Project
Management, *Limen Hardscape Ltd.*

2015–2017

Executive Assistant, CEO & EVP, *Tridel*

2009–2014

Manager, Customer Experience,
TD Bank

2008–2009

Administrative Assistant,
Sutton Group Tower Realty

2006–2008

Administrative Assistant, *Verax Inc.*

Qualifications

2013, Bachelor of Arts in Urban Studies,
York University



Ana is a versatile professional offering over 10+ years of experience in client relations, project coordination, administration and operational management. She is extremely thorough at prioritizing tasks, maintaining organization and optimizing workflow in fast paced environments. She possesses an extensive background in supporting multiple corporate executives, boards of directors, managing client relationships, and projects. She is a team leader with an exceptional ability to build and inspire trust, while guiding teams toward the achievement of collective goals. Ana carries herself professionally with a focus on developing the best business practices while also being able to implement her creative experience.

Her professional experience is a diverse combination of administrative and operational capabilities that have focused on building a solid rapport within the Financial, Real Estate, Construction and Development industries. Prior to joining SvN, she worked on a project with an international client and local retail brand to establish a non-profit partnership that works to provide safe water and sanitation infrastructure globally. While working in the private sector of development and the commercial construction industry, she led, managed, and deployed projects that encompassed the development and implementation of corporate and project administration processes.

Ana's educational background in Urban Studies provides her with an extensive knowledge of urban built forms and their connection to the people and cultures that in part shape the fabric of the greater urban human experience. She has also expanded on her skills further by attending OCAD in 2015 for courses in graphic design, and a Project Management training course in 2018.

Selected Project Experience

- 2020 - Water for People + DVNK Collective Partnership - Toronto, ON*
 - 2018 - Cottage Hard and Soft Landscape Project - Wasaga Beach, ON**
 - 2017 - Executive Administration Action Team Lead - Toronto, ON***
 - 2016 - Reception + Resource Coordinator Role and Process Development - Toronto, ON***
 - 2014 - Private Residence Renovation Design Project - Caledon, ON^
 - 2013 - Customer Experience Steering Committee - Toronto, ON^^
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* With *Ana Bento Creative*

** With *Limen Hardscape Ltd.*

*** With *Tridel*

^ Freelance

^^ With *TD Bank*