

MY ONE PAGE PROFILE

Who Am I

**Stephanie
Crawford**

Office Assistant



What people appreciate about me

I am easy going, kind, compassionate and am always willing to lend a hand. I am always willing to take on new opportunities and challenges. I do not hesitate to speak up for people who cannot advocate for themselves.



What is important to me

I spend a large amount of my time at work, it's important to me that I am in a supportive and enjoyable environment. Remaining optimistic and producing quality work even when under pressure. Remembering that all aspects of what I do ties back to the support of the individuals we work on behalf of. The opportunity to learn new things, and the growth both on a personal and professional level.



How to support me

Understanding that if I am working and you bring me something you need me to do, that it may not be the priority. Ask for smaller things in advance so I can prepare. Keep me in the loop on projects I am a part of. I have trouble saying no, do not take advantage of that. Sometimes I will overlook or forget about you if it is a busy day, do not hesitate to remind me that you needed me for something. When in doubt bring candy or Redbull.



Things I have learned along the way

I need to plan my day and stick to it, time is easily wasted. Have a big 5 set of goals and a little 5 set of goals - Robin Sharma Lead without a title. Birthdays are important and should be celebrated. I make better decisions when I stop and look at the whole picture.

“You have brains in your head, you have feet in your shoes, you can steer yourself any direction you choose” – Dr. Seuss