



# LORA MANOR

## BUSINESS DEVELOPMENT ASSOCIATE

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604-689-2099 Extension 3122

### PROFESSIONAL PROFILE

Lora Manor joined Suncorp Valuations in 2014 after working with an international risk management firm. She works with the Business Development team to market the firm's services.

### EMPLOYMENT HISTORY

#### Business Development Associate

Suncorp Valuations, Vancouver, British Columbia 2016 — Present

- Involved in the sale and project management of insurance placement appraisals, depreciation studies and market value reports.

#### Marketing Assistant

Suncorp Valuations, Vancouver, British Columbia 2014 – 2016

#### Project Coordinator

Risk Management Services Inc., Burnaby, British Columbia 2010 – 2013

- Monitored the progress of projects.
- Reviewed the quality of work completed.
- Monitored and approved budgeted project expenditures.
- Prepared financial and supporting documents for internal and external stakeholders as outlined in the contracted agreements.
- Followed up with recommendation compliance and completion of client satisfaction surveys.

#### Administrative Assistant

Risk Management Services Inc., Burnaby British Columbia 2005 – 2010

- Provided administrative support for the Western Region.
- Assisted the branch and department managers with daily administration requirements.
- Administered custom projects including contract setup, scheduling and assigning work, and compiling handbooks.
- Research for new business and assisted with proposals.