



Lorel Hammerstad
**Executive Assistant/
Communications Specialist**

Lorel came to EWI Works in the spring of 2000 with a wide variety of skills and education. In addition to extensive work experience in office management, sales and marketing, her educational background expanded her duties beyond the role of the company's administrative assistant.

Lorel began her post-secondary education at Grant MacEwan University where her major focus was Psychology and English. Two years later, she transferred to the Public Relations Diploma Program so she could combine her passion for writing, love of research, and experience in sales to pursue a marketing and public relations career. Shortly after graduating, Lorel joined EWI to apply all of her talents and experience to help build the company along with the rest of the highly skilled team.

As Executive Assistant and Communications Specialist, Lorel is responsible for reviewing RFPs, proofreading and distributing all client reports, proposals, as well as write and distribute external and internal business communications with clients and staff. Lorel also contributes to the website home page news, social media, and assists with advertising and marketing EWI's services and products. She is also responsible for the logistics and coordination of special events for EWI - including participation for health and safety trade shows, special presentations on emerging topics in ergonomics, and EWI's public courses in ergonomics.

Lorel also conducts all the administrative tasks for the company, including coordinating the ergonomists' schedules, relaying client communications to the staff and day to day tasks of invoicing, banking, filing and payroll.