

# Trevor Chorney

Team Leader, Office Services and Facilities

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## PROFESSIONAL BACKGROUND

Trevor Chorney acts as Team Leader of Office Services and Facilities at Singleton Urquhart Reynolds Vogel LLP.

Trevor's skills come from his experience working directly with the Director of Operations of a previous law firm and managing a broad range of operational departments, including: reception, office services, medical coordination and marketing.

Trevor's core areas of responsibility include:

- over-seeing office mail delivery and shipping needs;
- large print jobs and the overall maintenance and management of all office copying needs;
- general office maintenance including coordinating office moves and furniture repair/re-ordering;
- firm Archives and closed file issues; and,
- Trevor acts as a liaison with building management for facilities related issues as required.

In his free time, Trevor enjoys watching the latest Netflix series, singing, traveling the world and staying up to date on the latest and greatest technological advancements.



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## EDUCATION

- Currently enrolled in the Business Administration Diploma program at BCIT