

**EMPLOYMENT LIST
COBB COUNTY LEGAL SECRETARIES ASSOCIATION**

PLEASE NOTE: THE INFORMATION PROVIDED IS PROCURED FROM THE PARTIES SEEKING EMPLOYMENT. IT IS NOT VERIFIED, AND YOUR ACCEPTANCE OF ANY PERSON ON THIS LIST IS TOTALLY THE RESPONSIBILITY OF THE PARTY OFFERING EMPLOYMENT. THIS EMPLOYMENT LISTING IS PROVIDED AS A COURTESY OF THE COBB COUNTY LEGAL SECRETARIES ASSOCIATION.

APPLICANTS SEEKING FULL-TIME EMPLOYMENT

<u>Date Added To List</u>	<u>Name of Applicant</u>	<u>Number of Applicant</u>
July 2008	Linda S. Clark	770-546-2611 (cell during day) 770-516-8681 (home evening)

- **Retired School Principal:** Doctorate in Leadership and Administration
- **Presently working:** Attorneys in Marietta as Legal Assistant/Secretary
- **Looking for:** Full time employment
- **Skills:** Public Relations, Planning and Organization, Computer Skills, Office Management, and Team Player

June 2008	Leslie Lenz	404-345-1296
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Objective

I am currently looking for full time employment with a firm here in the Marietta area that I can learn from and grown so that I can one day apply that to a career as an attorney.

Work Experience

I have worked as a legal secretary for the past 4 years for several different local Marietta Law Firms. I am experienced in a variety of areas of law including but not limited criminal, family law, probate, civil suits, personal injury, and some real estate.

I was responsible for drafting pleadings, memo's, letters, conflicts, LOA, managing calendars, client relationships, account receivables for the clients, billing, collections, data entry, answering multi - line phone systems, and general clerical assignments.

I am proficient with computers and various programs like, word, excel, power point, amicus, stamps.com, lois law, lexis nexis, time slips staff med, & TSS. My typing skills are at 85 WPH.

APPLICANTS SEEKING FULL-TIME EMPLOYMENT (continued)

<u>Date Added To List</u>	<u>Name of Applicant</u>	<u>Number of Applicant</u>
March 2008	Julia B. Haas (“Judy”)	(770) 917-6287 (Home) (770) 241-5561 (Cell)

Objective

- *Seeking a full-time, part-time or freelance position utilizing my education and work experience. Would love to work with adoptions and/or wills and probate. Able to work from home – have transcription equipment*

Work Experience

- Began career with Tate & Kreeger in 1970
- Experience with litigation, domestic relations, medical malpractice, wrongful death and personal injury, corporate and real estate attorneys
- Completed billing each month for one firm
- Handled service offered to labor & employment clients
- Held title of Recruiting Coordinator, administering all new and lateral hire recruiting
- Experience drafting basic pleadings and discovery, transcription, composing correspondence, coordinating calendars for court and firm deadlines along with office administrative duties

Summary of Qualifications

- Proficient in Word and WordPerfect and several types of billing statement and data management software
- Familiar with state and federal courts
- Self-starter who works well without direct supervision

Education

- Wheeler High School graduate (1969)
- Marietta-Cobb Area Vo-Tech (now Chattanooga Technical College) graduate with Secretarial Science Degree (1970)

August 2007	Susan Connolly 5136 Cedarcrest Road Acworth, GA 30101	770-655-6149
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EXPERIENCE:

- 22+ years legal secretarial and paralegal experience primarily in family law, civil and criminal litigation, and personal injury
- Proficient in MS Word and WordPerfect

EDUCATION:

- Kennesaw State College – Paralegal studies in 1987
- Cobb-Marietta Tech – Accounting, Business Law, and Business English courses

APPLICANTS SEEKING FULL-TIME EMPLOYMENT (continued)

<u>Date Added To List</u>	<u>Name of Applicant</u>	<u>Number of Applicant</u>
August 2007	Kathryn W. Dunn P.O. Box 126 Clarkdale, GA 30111	770-287-4729 kwdunn@peoplepc.com

OBJECTIVE:

Seeking position with legal professionals in Cobb, Paulding or Douglas Counties.

- Associates Degree in Business
- 20+ year paralegal/secretarial experience
- Legal experience primarily includes, but not limited to, litigation, corporate real estate transaction and general corporate law
- Proficient in Microsoft Office and internet applications
- Strong organizational, grammar and communication skills
- Dictaphone transcriptionist with 80+ wpm accuracy
- Seeking part-time and freelance temporary positions. Full-time position considered after probationary period.

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FREELANCE SECRETARIES AND PARALEGALS

The names below are temporaries for vacation, sick/maternity leaves, “catch-up”, long-term and short-term assignments.

Name of Applicant

Number of Applicant

Julia B. Haas (“Judy”)

(770) 917-6287 (Home)
(770) 241-5561 (Cell)

OBJECTIVE

- *Seeking a full-time, part-time or freelance position utilizing my education and work experience. Would love to work with adoptions and/or wills and probate. Able to work from home – have transcription equipment*

WORK EXPERIENCE

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SUMMARY OF QUALIFICATIONS

- Proficient in Word and WordPerfect and several types of billing statement and data management software
- Familiar with state and federal courts
- Self-starter who works well without direct supervision

EDUCATION

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- Marietta-Cobb Area Vo-Tech (now Chattanooga Technical College) graduate with Secretarial Science Degree (1970)

FREELANCE SECRETARIES AND PARALEGALS (continued)

The names below are temporaries for vacation, sick/maternity leaves, “catch-up”, long-term and short-term assignments.

Name of Applicant

Number of Applicant

Nancy A. Sydorowicz

Home: 770-421-0248

Email: jernan@earthlink.net

QUALIFICATIONS:

- Over 15 years in legal field
- Experience in title insurance claims; personal injury; insurance defense; corporate law, i.e., setting up new companies, contracts, etc.; and domestic law, i.e., wills, adoptions, divorces
- Knowledge of and have initiated and processed Complaints; have processed Discovery; courthouse filings
- Very knowledgeable regarding computers and the Internet

NOTES:

- Find research challenging and rewarding
- Healthy, prompt and enjoy being busy
- Would like to work in Marietta area, preferably within close proximity to home
- Prefer part-time and/or freelance work

Kathryn W. Dunn

770-287-4759

P.O. Box 126

Clarkdale, GA 30111

kwdunn@peoplepc.com

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