

MARY F. MOORLIND

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SUMMARY

- Accomplished administrative assistant seeking a position that can utilize knowledge and skills.
- Strong academic training.
- Practical experience in interacting with clients, performing executive secretarial functions, and conducting basic research.
- Practiced computer literacy.
- Solid oral and written communication skills.

EXPERIENCE

MURPHY & JOHNSON, NEW YORK, NY

June 1995 to November 2000

Administrative Assistant

Fulfilled a number of administrative and secretarial functions for this general practice law firm. Performed word-processing, preparing briefs and memoranda, documents, and correspondence. Interfaced regularly with clients in person and by phone. Processed legal forms and documents, including personal injury, matrimonial suits, wills, notices of claim, notices of settlement, notices of motions, notes of issue, and requests for judicial intervention. Scheduled depositions and appointments for the partners.

RICHARD KAYE, ESQ., NEW YORK, NY

July 1992 to June 1995

Administrative Assistant

Served as an assistant to the sole practitioner of this law firm that specialized in corporate litigation. Performed substantial word processing, including preparation of petitions, notices of settlement, and notices of entry. Processed and served motion papers. Responded to client inquiries and requests. Provided general office assistance to an associate attorney. Conducted elementary research projects. Regularly updated the law library.

WILLIAM L. BENNETT, ESQ., NEW YORK, NY

July 1988 to July 1992

Legal Clerk

Served as a legal clerk for this law firm that specialized in corporate litigation. Maintained the law library, regularly updating periodicals and reference material. Screened and responded to client inquiries and requests. Served papers to the court. Performed general data entry using an IBM-PC/XT. Assisted the legal staff with a variety of general office functions.

EDUCATION

Bachelor of Arts in English

May 1988

NEW YORK UNIVERSITY, COLLEGE OF ARTS AND SCIENCE, NEW YORK, NY

COMPUTER KNOWLEDGE

MS Access, MS Excel, MS PowerPoint, MS Word

CERTIFICATION

Notary Public

References available upon request