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| Candidate 63984  City Personnel  (401)331-2311   |  |  | | --- | --- | |  |  | |

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| **Work History** |

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| May 1986 - October 2020 | **Senior Legal Secretary**, *Commercial Real Estate Department*  *Hinkley Allen & Snyder, Providence, RI*   * Performed various real estate secretarial duties for the managing partner as well as supported other partners in the Real Estate Department * Provided administrative support to and fulfilled attorneys' needs including revising ground leases, loan agreements, purchase and sale agreements as well as other pertinent real estate documents * Organized closing binders and performed office organization * Handled scheduling travel arrangements and organized calendar * Responsible for monthly billing; managed and reconciled clients’ accounts; Accounts Payable and Accounts Receivable * Answered telephone calls, made follow-up calls, and greeted clients * Secretarial Coordinator; managed and supported other secretaries within the Real Estate Department * Scheduled time off for secretaries and coverage for attorneys within the department * Aided and organized training, technology, and human resources sessions * Oversight of the office assistant within the Real Estate Department * Produced for review correspondence, memoranda, and other legal documents * Observed confidentiality of all client matters |

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| 1984 - 1986 | **Secretary**  *Rhode Island Hospital Trust National Bank, Providence, RI*   * Performed secretarial duties in the Banking Department for two Vice Presidents within the Corporate Banking Department * Responded to phone calls using multiple phone line system and greeted clients * Performed transcription and revised documentation |

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| **Education** |

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| 1985  1979 | Secretarial Skill Courses  *Allied Business School - North Providence, RI*  **High School Diploma**  *St. Patrick’s High School - North Providence, RI* |

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