

EMPLOYMENT

Administrative Assistant
Lawson Surveying and Mapping

YEARS EMPLOYED (2002 - Date)
16-18 Reynolds Ave.
Oneonta, New York 13820

Administrative Assistant, responsibilities include: Assisting Principal and staff, communicating with clients and prospective clients via telephone, in person and by written correspondence, creating contracts, preparing invoices, setting up work orders, performing map checks, writing transmittal letters, maintaining data bases, writing legal descriptions, inventorying supplies, ordering media, office and field supplies and the shipping of deliverables.

Legal Secretary
Thomas E. Schimmerling, Esq.

YEARS EMPLOYED (1994 - 2001)
98 Main Street
Delhi, New York 13753

Legal Secretary, responsibilities included: Written and verbal communication with clients, prospective clients, attorneys and judges, preparing legal documents, dealing with all aspects of family law related matters, criminal law issues such as communication with clients, preparing documents and scheduling court appearances, preparing uncontested divorce documents from beginning to end using the DL legal library program.

Survey Technician
Rowe, Woodin, Parsons and Brovetto Associates

YEARS EMPLOYED (1990 - 1994)
23 Maple Street
Oneonta, New York 13820

Instrument operator, responsibilities included: Performing boundary and topographic surveys, gathering field information by reconnaissance and electronic data collection, using a Topcon Total Station, setting property corners, deed research, all duties associated with line of sight clearing and monitoring percolation tests.

Real Estate Salesperson
Timberland Properties

YEARS EMPLOYED (1988 - 1990)
Main Street
Andes, New York 13731

Real Estate salesperson, responsibilities included: Listing and pricing real estate, communicating verbally and by written correspondence with clients and attorneys, obtaining deeds, copies of county tax maps and pertinent information relating to the properties,

preparing contracts and attending property closings.

Survey Technician

John E. Lilholt, L.S.

YEARS EMPLOYED (1986 - 1988)

Scotch Mountain Road

Delhi, New York 13753

Instrument person, survey technician, responsibilities included: Performing boundary surveys, reconnaissance, running a total station, taking field notes, performing field calculations, setting property corners, field data reduction, plotting and drafting maps, writing legal descriptions and communicating with clients in person and by telephone.

EDUCATION

COLD SPRING HARBOR HIGH SCHOOL

YEAR GRADUATED: 1972

Regents Diploma

Word 2000 Level One and Two Windows

Excel Level One

AFFILIATIONS

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- Catskill Area Association of Land Surveyors .