

Home typist position

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Comments:

I am interested in a work at home typist position. I am currently working as a home typist in which I typically type legal and excel documents for local attorneys. I have over 20 years experience working in two law offices. I am proficient in Microsoft Word and have a working knowledge of Excel. In 2009 I took an online excel tutorial program to further enhance my skills. My hours are very flexible (days, evenings & weekends). I can receive/send work via e-mail, fax or mail. Resume is available upon request.