

## Secretary

**Date Posted:** March 23, 2009

**Name:** Elizabeth Carney

**Address:** East Rockaway

**Phone:** (516) 887-2616 (516) 459-2327 (cell)

**Fax:**

**Email:** [ec1122@yahoo.com](mailto:ec1122@yahoo.com)

**Comments:** I am a Legal Secretary/Legal Assistant with more than twenty-five years experience. My current position was terminated due to the passing away of my attorney (employer). I am now seeking employment, three days, per week, in the legal field. My skills include typing, Pitman shorthand, dictation, transcription, Word Perfect and MS Word. I am also a Notary Public.