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UNDERSTAFFED? Do you have full-time secretarial needs, but only a part-time budget? Wouldn't it be great to have a part-time secretary with all the skills and experience of a full-time secretary? Here are some of my skills and abilities: Get things done and handle a variety of tasks EFFICIENTLY. Organize my time and complete tasks quickly and ACCURATELY. Work very well independently--am an ambitious SELF-STARTER. Have extremely good PEOPLE SKILLS. Am super CONSCIENTIOUS. Will turn in work that is neat and PICTURE PERFECT. Am a skilled typist--90 WORDS PER MINUTE. Am thorough in RECORD KEEPING. Show painstaking attention to DETAIL. Am attractive and WELL-GROOMED. I have a STRONG and very COMPETENT secretarial background, as well as experience in SUPERVISION. I have worked as a secretary/administrative assistant in a variety of areas, including STOCK BROKERAGE FIRMS, OIL AND GAS, LAW and CONSTRUCTION MANAGEMENT. I have two years experience as a legal secretary, having done bookkeeping, payroll, journal and general ledger posting, quarterly reports, client billings, as well as the typing of all legal documents. BONUS: I love to be BUSY. I AM LOOKING FOR PART-TIME SECRETARIAL WORK AND WILL PROVIDE YOU WITH TOP-NOTCH, QUALITY SERVICE. IF YOU ARE LOOKING FOR THE BEST, WHY NOT

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