

## Doris E. Gladstone

### Summary of qualifications

1965 – 1999                      Legal Secretary and Word Processor

Legal Secretary and Word Processor

**Litigation, Business/Corporate Real Estate closings, Patent Law, also Data Entry, Gregg Shorthand - 90 WPM, Supervisor for a Word Processing Department for an attorney's office. Also, presently, part-time receptionist in a nursing home (every other weekend).**

### Work experience

1999 - 1999                      **Manpower**                      Towson, MD 21204  
**Legal secretary and Word Processor**

1998 - 1999                      **Pro-staff**                      Hunt Valley, MD  
**Legal Secretary and Word Processor**

1997- 1998                      **PGT**  
Data Entry  
11680 McHenry Road  
Hunt Valley, MD  
(410) 376-5927  
Attn: Nicola Vasquez

1985 - 1988                      **FRIEDMAN, KATO & FARGILL**  
**Attorneys at Law**  
One Urban Drive  
Orange, CA  
(714)-333-7777

1988 - 1990                      **CARE, SCHROEDER, KARLSON,**  
**MOBIUS & BARNETT**  
**Attorneys at Law**  
19 Parker Plaza  
Irvine, CA  
(714) 934-7150

1988 - 1990                      **HILTON & SAMPIS**  
**Attorneys at Law**  
4750 MacArthur Blvd.  
Newport Beach, CA  
(714) 793-8330

1988-1990                      **MINKE, FARNEY & CROLL**  
**Attorneys at Law**  
730 Town Drive  
Costa Mesa, CA  
(714) 541-9731

### Education

1962-1965                      Eastern High School                      Baltimore, MD