

**DORIS E. GLADSTONE
7356 BERTONA AVENUE
BALTIMORE, MARYLAND 21212
(410) 561-1992**

EXPERIENCE

My experience has been mainly in the word processing and legal secretarial fields. I have worked for law firms in Maryland, New York, San Francisco, and Orange County, California.

In 1996 I relocated to Baltimore and have since worked for Snelling & Snelling and for Prostaff Temporary Employment Agencies. From September of 1997 to December 1998 I worked for PGT Leasing Services in Hunt Valley for Data Entry. I was laid off in December 1998 due to "downsizing" in the Company. I am presently working for the two temp agencies listed above but I am looking for a permanent job as a secretary or word processor. I have also worked as a supervisor in a law firm in California for a word processing department and have handled correspondence and performed related administrative duties on my own initiative. Fully experienced in all facets of office procedures and policies.

PDP LEASING SERVICES

Attention: Nicola Vasquez, Office Manager
#5 Executive Plaza
11680 McHenry Road
Hunt Valley, MD
(410) 376-5927

LAW FIRMS

FRIEDMAN, KATO & FARGILL
One Urban Drive
Orange, CA
(714)-333-7777

HILTON & SAMPIS
4750 MacArthur Blvd.
Newport Beach, CA
(714) 793-8330

MINKE, FARNEY & CROLL
730 Town Drive
Costa Mesa, CA
(714) 541-9731

CARE, SCHROEDER, KARLSON,
MOBIUS & BARNETT
19 Parker Plaza
Irvine, CA
(714) 934-7150

FINGOLE & SAITH
730 Town Center Drive
Costa Mesa, CA
(714) 542-4592