

Doris E. Gladstone

7356 Bertona Avenue
Baltimore, Maryland 21212
(302) 561-1992

Objective: Position as Executive Secretary or Office Administrator

Highlights Of Qualifications:

- 5+ years experience in administrative work; 20+ years international experience as a Legal Secretary
- Extensive skills in computer, office, and personnel services
- 90 wpm typing speed, and 60 wpm Gregg shorthand
- Enthusiastic and personable self-starter; professional in appearance and manner
- Veteran of 'teamwork' philosophy; take pride in doing a good job and achieving positive results

Relevant Experience Summary:

April 2001 - present: *Administrative Assistant to Mark Hines, Director of Metrology, Jimson Pharmaceuticals*

- Performed validation testing, executed set-up, incorporated stringent data entry, and managed all updates via the 'Open Metric' system
- Set up ECI folders for Metrology Files and ensured ECI signatures and follow-ups of relevant metrology reports
- Enabled 'Shipping and Receiving' responsibilities (e.g. sent out equipment to contractors for calibration; managed strict records and tracking of equipment)
- Implemented and organized monthly charts and status reports on equipment, to be calibrated by outside contractors
- Trained in GMP and specific metrology analyses

December 2000 - April 2001: *Office Assistant to Angela Ronin, Manager of Corporate Relations, Jimson Pharmaceuticals*

- Organized and revamped files and reports for a network of directors, managers, and staff
- Initiated production and distribution of binder references for members of the division
- Integrated new organizational infrastructure for 2nd Floor Library of Barkley Street Building
- Supervised and marshaled breakfast and lunch meeting repertoire (e.g. food orders, maintenance, operational schedules, files, transparency set-ups, agenda items, etc.)
- Coordinated the smooth delivery of departmental ordering and processing (i.e. purchase ordering system)

January 1999 - December 2000: *Legal Secretary and Data Entry Processor, c/o Pro-Staff Agency*

- Incorporated stellar abilities in Gregg Shorthand and typing (90 WPM) to enter data, generate reports and summaries
- Drafted interrogatories, declarations, and memoranda, pleadings, discovery documents
- Organized and edited documents for review, while engaging in general office maintenance at several locations

September 1997 - December 1998: *Data Coordinator, PGT Leasing Services*

- Generated input, registries, summary reports, and various charts of information in company database
- Co-supervised and maintained all facets of office responsibilities, procedures, and operating protocols

1965 - 1997: *Legal Secretary for multiple Law Firms in Southern California and Paris, France*

- Supervisor for various Word Processing Departments
- Initiated correspondence and administrative duties
- Executed secretarial duties related to litigation, business and corporate real estate closings
- Responsible for Patent Law reviews, report generation, editing, etc.

Educational/Cultural Background:

- Legal Secretary and Word Processor, with 20+ years experience, in both USA and France
- Expertise in Microsoft Word, Excel, Windows and Open Metric systems
- High School diploma, Eastern High School, Baltimore, Maryland, 1965
- Fine Arts training in sculpture, painting and jewelry (NY Academy of Fine Arts, Laguna Beach Art School)