

- Previous: Legal Secretary and Word Processor for 20 years.
- Type: 90 WPM
- Shorthand: 60 WPM
- Litigation, Business/Corporate Real Estate closing, Patent Law (Patent Law was for a Law Firm in Paris, France).
- After PGT worked for Pro-Staff Temp Agency doing mainly secretarial work and data entry jobs.
- Worked also at the same time at Pro-Staff for Manpower in Towson.
- In 2000 also signed up with Option One Agency and has been working for them ever since.
- Started in December 2000 with Jimson Pharm as a temp for Angela Ronin, Mgr of Corporate Relations for two weeks; after the Christmas break began working for Christopher Rhales, Sr. Director, Pharmaceutical Division. Worked for the Pharmaceuticals and Chemical Dev Dept as an Office Asst - Organizing Files, making and organizing Binders for Christopher Rhales and his staff. Taking orders for Breakfast and Lunch meetings and ordering and setting up for said breakfast and lunch meetings. Organizing Library on 2nd Floor of Beckley Street Bldg. Ordering supplies for said Department, i.e. purchase orders, etc.
- Since April, Admin Asst to Mark Hines, Dir Metrology Dept. – ECI Folders and signatures for Metrology files, validation testing and data entry, responsible for equipment calibration.
- Attended training sessions for GMP and Training for Metrology Department
- Trained on Open Metric with Melissa from DDS.
- Did validation testing on Open Metric
- Setting up and Inputting data entry information for all files on the Open Metric System.
- Implementing the Open Metric as far as keeping all data up to date.
- Filing: Setting up ECI folders for all Metrology Files and keeping all info up to date
- Making sure all files have a signed ECI and following up on same.
- Shipping and Receiving: Sending out equipment to Contractors for calibration and keeping a record of same and tracking said equipment.
- Monthly organizing paperwork on equipment which need calibration by outside Contractors.
- Also upgraded use of Microsoft Windows and Excel.