

CARLA M. SCHWARTZ

EXPERIENCE

DESIGN MECHANICAL, INC. - QUINCY, ILLINOIS

11/-01 – PRESENT

Office Manager - Responsible for office administrative and secretarial duties for engineering firm: maintain office files, handle accounting and banking tasks, prepare monthly invoices, correspondences, and forms, order supplies, and answer phones.

MCCLURE ENGINEERING ASSOCIATES, INC. – PEORIA, ILLINOIS

08/91 - 07/94

Administrative Secretary - Performed wide range of administrative and secretarial functions: prepared, maintained and organized all files—personnel, project and financial, typed all correspondences, proposals, specifications, bid documentation, month-end reports, invoices, and forms, composed comprehensive project reports, compiled man-hours for projects, reconciled and maintained petty cash accounts, posted accounts receivable, entered computerized timesheets, ordered all supplies and maintained office inventory, acted as receptionist and interacted with clients.

JAMES S. GORDON, ESQ. – LA JOLLA, CALIFORNIA

05/87 - 06/90

Legal Secretary – Responsible for implementation of all daily office tasks for sole practitioner: prepared court documents and filings, drafted pleadings, maintained office records and files, transcribed all correspondences, calendared court dates and appointments, organized and prepared monthly billing statements, answered phones and handled office reception.

ROBERT E MADRUGA, ESQ. – SAN DIEGO, CALIFORNIA

07/86 -04/87

Legal Secretary – Responsible for performing all daily office duties for sole practitioner: maintained client records and files, typed court documents, arranged monthly billing statements, posted accounts receivable, calendared court dates, scheduled appointments, transcribed correspondences, answered phones and handled office reception.

SAN DIEGO JUNIOR THEATRE – SAN DIEGO, CALIFORNIA

05/86 - 07/86

Secretary/Receptionist – Part-time position while attending business college: typed and mailed correspondences, maintained records and files, greeted public, handled registration cash receipts, completed registration forms, and answered phones.

EDUCATION

Illinois Central College
East Peoria, Illinois

Associates in Arts/Science – Accountancy

09/91

Sawyer College of Business
San Diego, CA

Legal Secretary

11/86