

ZELLASTEIN BROOKS

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OBJECTIVE

Retired as a Legal Secretary, July 2014. I am seeking part-time employment in an office setting, using the numerous office/computer skills which I have acquired over the past 46+ years.

PROFESSIONAL EXPERIENCE

1967
to
2014

LEGAL ACTION OF WISCONSIN, INC.

Trained legal secretaries in their job duties, ordered office supplies, maintain petty cash accounts for clients, receptionist work, drafted pleadings, typed legal documents, notarize legal documents, copying, prepared various client reports, maintained client files, filed legal documents at Milwaukee County Courthouse, referred client to various other agencies for services, receive office deliveries, sent and received office faxes, numerous computer skills. Worked in our Senior Law Program, which represents Seniors 60 years and older. Union Steward /35 years.

MY PERSONAL COMPUTER SKILLS

Set up computers and printers, setup wireless network, add memory to computers, upgrades computers, replace hard drives, install/replace DVD players, backed up computers on external drives, trouble shoot for computer problems. (I was trained by a private tutor)

EDUCATION

Degree: Bachelor of Science, in Education, University of Wisconsin, Milwaukee, 1977

Certificate of Completion: Professional Course for Legal Secretaries, December, 1971

Certificate of Attainment: Clerk-General Office, 1965