

SHERRY BATEMAN

P. O. Box 36, Cannon Beach, OR 97110

(503) 436-0802, cell (503) 801-0899

Sherbateman@Yahoo.com

CAREER EXPERTISE

- ◆ Strong skills in communication, interviewing and developing rapport
- ◆ Organization and maintenance of large volume of files
- ◆ Excellent vocabulary, spelling, and resourcefulness
- ◆ Typing 60-100 wpm – stenography, transcription, legal forms
- ◆ Notary Public

ACCOMPLISHMENTS

Project manager and program director for TV Channel; bookkeeper for telephone and TV company; job secretary for industrial contractor; clerk/matron/dispatcher for police department; established own secretarial service and catering company.

Legal secretary and assistant for attorneys-specializing in nearly every aspect of law, including divorce, environmental, personal injury, insurance defense, criminal defense, police officer's and school board defense, contracts, Workers' Comp., bankruptcy and patent law.

EXPERTISE

Composing letters and lengthy documents; bookkeeping; process serving; assisting tax preparation for clients; job diary; job scheduling; court scheduling; depositions; client intake; initiating systems for saving time and money; creating payment systems. I also have extensive customer service experience.

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| Enumerator | U.S. Census, Beaverton, OR office |
| Asst. Innkeeper | Spindrift Inn, Manzanita, OR |
| Ofc. Assistant | Sea Ranch RV Park, Cannon Beach, OR |
| Program Director | Community Public Broadcasting, Rockaway Beach, OR |
| Legal Asst/Ofc. Mgr. | William S. Lovell, Aloha, OR |
| Legal Assistant | Lauren Paulsen, Aloha, OR |
| Legal Assistant | James Hodges, Long Beach, CA |
| Legal Assistant | George Rogers, Huntington Beach, CA |
| Legal Asst/Ofc. Mgr. | Ted Cory, Tustin, CA |
| Legal Asst/Ofc. Mgr. | Ellen Winterbottom, Newport Beach, CA |