**MARY MARCUCCIO**

*45 Woodruff St., Southington, CT 06489*

*Home (860)621-1682 Cell (860)628-1569*

**OBJECTIVE:** To obtain a permanent P/T or F/T position which will allow me to use my various skills to their fullest potential and provide a superior work ethic

**ATTRIBUTES:** Competent, organized, outgoing, personable, reliable, trustworthy,

strong multi-tasking skills, strong inter-personal skills

**EDUCATION:** Graduated with honors from Mercy High School, Middletown CT (6/1984)

**WORK HISTORY:**

3/2007 – Present ***Parents 4 A Change, Inc.***(Non-profit Support Group): President/ Founder/

Spokesperson. I manage crisis calls from parents and meet with families

as needed; speak at public forums; work regularly with local and national

authorities on various aspects of drug issues

10/2010 – Present; ***Atty. Roman Garbacik***: Secretary to the Attorney; perform customary

4/2006 – 4/2008 Legal Secretary duties

9/1995 – 3/2006 ***New Britain Pediatric Group***: Medical Assistant to a variety of doctors;

also performed secretarial and receptionist duties as requested when

regular staff was unavailable

12/1988 – 8/1994 ***(Temporary Employment Agency)***: Provided on-call service for a variety

of businesses; performed all customary secretarial and receptionist

duties

11/1987 – 11/1988 ***Konover***: Secretary to department head; performed all customary

secretarial duties

2/1985 – 10/1987 ***Olson Mobeck & Assoc., Inc.***: Graduated from Receptionist to Investment

Clerk to Executive Secretary for the Principal of the Firm; performed all

duties as required

9/1984 – 2/1985 ***Ames Corp.*** (Headquarters): Secretary to Department Buyer; performed

all customary secretarial duties

6/1982 – 6/1984 ***Holy Apostles College Library***: Library Attendant P/T, while completing

Junior and Senior years of High School

**REFERENCES:** *(Letters of recommendation are available upon request)*

Atty. Roman Garbacik 860-628-0934 Southington, CT

Dr. Joseph Erardi,

Superintendent of Southington Schools 860-628-3202 Southington, CT

Joanne and Adam Hoffman 203-915-5707 North Haven, CT

Lana Dube 860-877-0278 Plainville, CT