**Judy A. Festa**

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**Objective:**

Seeking a position using my current knowledge as an office secretary and

to further broaden my secretarial skills.

**Experience: Legal Secretary**

August 1995 - Present - Sette & Bonadies, P.C. - Hamden,

CT

Multi-task for four attorneys

Input of short calendar into Outlook Express

Mark short calendar weekly / e-filing

Set up all trial dates for all cases daily

Answering multi-line phone system/directing client calls

Retrieving/sorting of mail from Post Office

Greeting clients on a daily basis

**Support Staff Clerk**

 January 1988 - April 1994 - McGladrey & Pullen, CAP,

P.C. - New Haven, CT

Bound financial statements for multi-towns yearly

Assisted administrative secretary with daily assignments

**Education Wilbur Cross High School, New Haven, CT**

Graduate - 1973

Diploma

**Branford Hall, Branford, CT**

**Certification in WordPerfect 5.1 - 6.0**

**Training Skills:** Train new employees on office procedures /equipment