

Career Objectives:

- To obtain a position which utilizes all the administrative abilities I have gained during my years of work in an office environment
- To use all the “people skills” I have developed during my years of office work and teaching
- To have a high degree of responsibility within my position

Employment History (chronological):

1999 - 2007 Assistant teacher and substitute teacher for grades K -8 at Cohen-Hillel Academy in Marblehead, MA.

1983-1988 Various legal positions in the Philadelphia area:

- Civil practice including health law, real estate, corporate matters
- Responsible for billing and receipts
- Ordered supplies
- Word processing
- Meetings with clients, other lawyers and court personnel

Relevant Volunteer Work:

- Co-president, Parent Teacher Organization, of the Solomon Schechter Day School, Philadelphia, 1997-1998 -- organized volunteer staffing for all activities sponsored by the PTO, supervised programs with parents, researched and purchased new playground equipment.

Education:

M.A. Jewish Education, Hebrew College, Newton Centre, MA

J.D. Villanova Law School, Villanova, PA

B.A. Temple University, Philadelphia, PA (Summa cum laude)