

Judy L. Fryer

Education: 1972 H.S. Grad., 1 + years college, training seminars and 30+ years in the School of Hard Knocks (experience).

QUALIFICATIONS:

Office skills: Typing 70 WPM/98% accuracy; knowledge of proper formats; good grammar, spelling, punctuation skills; legal terminology and formats; copiers, adding machines, dictaphone, computers; bookkeeping (Quickbooks, Quicken, Peachtree, TimeSlips, TimeMatters), payroll, accounts receivable and payable, payroll, ledgers; filing; office management; pagination (for newspapers); ad layout (Page Maker, Quark, CorelDraw); printing lay-ups; sales; customer service, personnel management.

Personal Skills: efficient, accurate, tolerates repetitive work, completes work on time, self-motivated, quick learner, flexible, works well with others, some Spanish language experience; creative; sense of humor.

WORK EXPERIENCE:

Peter L. Fels, PC Law Office
Vancouver, WA 98660
359-693-4530

01/26/04 - present
Legal Assistant/Office Manager
Telephone, bookkeeping, legal forms, internet research, etc.
(Unlawful Detainers, Probate, Estate Planning, etc.)

EXPRESS Personnel Services
13 ½ East Main Suite 212
Walla Walla, WA 99362
509-522-1326
Gerri Coleman, Owner

02/02-12/31/03
Manager
Personnel, financial management, collections,
sales, customer service, training, upgrading computer
equipment, etc.

Minnick-Hayner Law Offices
249 West Alder
Walla Walla, WA 99362
Jim Hayner, Tom Scribner, Partners
509-527-3500

11/99-02/02
Legal Assistant
Dictation, legal forms, general assistant to 3+ lawyers
(Family law, Personal Injury, Estate Planning, Corporate, etc.)

First Christian Church
518 S. Main
Milton-Freewater, OR 97862
541-938-3854

6/96-10/99
Secretary
Telephone, account management/bookkeeping, desktop
publishing, special projects.

Valley Times/Valley Herald
205 N. Main
Milton-Freewater, OR 97862
Terry Hager, mgr/owner
Rusty Bradshaw, Editor
(no longer in business)

12/92-5/96
Office Manager
Telephone, accounting, sales, personnel, ad
layout, pagination, typesetting, proofing, mail room,
all aspects of running a newspaper office

JDI Fruit Company
Milton-Freewater, OR
Kent or Tom Waliser, Owners
(no longer in business)

08/91-12/92
Assistant Office Manager
Telephone, sales, personnel, bookkeeping, computer data
entry, special projects.

Royalty Fashions
Pendleton, Oregon
Judy Fryer, Owner
(no longer in business)

03/84-05/87
Owner, manager, buyer, sales, bookkeeper, financial
reports, display merchandise, and everything else involved
with owning a retail business.

VOLUNTEER WORK:

Coached youth soccer league for 8 years, volunteer in school district for 14 years, church secretary, March of Dimes Chapter Chairman, fundraising, managing funds, church/community choirs, community theatre, Downtown Walla Walla Foundation Promotions Committee, Ballroom Dance Club, Country Dance Club.