

BERNADETTE COLEY
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PASSAIC PARK, NJ 07055
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SUMMARY:

Over twenty-eight years' experience in the administrative, secretarial, personnel, sales, medical and legal fields. My background incorporates transcription, composing and typing of correspondence, in-person contact with clients and vendors, as well as responsibility for research projects from initiation to completion.

- Typing/Steno: 90 WPM
 - Excellent Verbal and Written Communication Skills
 - Customer Service & Client Relations
- WP & All Office Equipment
 - Motivated; Outgoing Personality
 - Organized; Detail Oriented

EDUCATION/TRAINING:

Montclair State University - Credits
Medical Transcription Course - Montclair State University - 1994
Computer Training/Course 1991 - 1994 - DOS - Windows - Microsoft Word - WordPerfect – Excel - dBase III - Harvard Graphics - Lotus 1-2-3 - Awards

EXPERIENCE:

1994 - Present **COMPUDEX - Passaic Park, NJ**

Owner/operator of a word processing service. Clients include doctors, attorneys, businesses, students, contractors, etc.

1996 - 1998 **INTEGRO - Paramus, NJ**

Worked part-time for this employment agency as a word processor for David E. Rehe & Associates, State Farm Insurance's litigation attorneys. Transcription of letters and pleadings from tapes for personal injury cases.

1994 - 1995 **ACCU-TYPE – East Brunswick, NJ (now located in Florida)**
A PERSONAL TOUCH - Rivervale, NJ

As a trainee for these medical transcription services, typed discharge summaries, histories and physicals, letters, chart notes, narratives, etc., in the areas of orthopedics, neurology, chiropractic, mental health, podiatry and ENT.

1989 - 1994 **UNITED SEARCH - Clifton, NJ**
Recruiter

- Started a skilled and technical trades desk. United Search was an administrative support agency.
- Screened, interviewed, checked resumes and referred applicants to client companies for jobs.
- Prepared ads to be sent to the ad agency for placement in newspapers.

1/88 - 1/89 **PHOENIX EMPLOYMENT AGENCY - Lyndhurst, NJ**

Personnel Counselor/Administrative Assistant

- Secured 60% of new business which resulted in gross revenue of \$150,000 by soliciting companies through newspaper ads, follow up on literature sent out and through a directory.

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- Screened and interviewed applicants for skilled and technical trades positions in person and over the telephone and checked references.
- Typed and revised applicants' resumes and referred them to client companies. Administrative responsibilities for owner.

5/85 - 12/87

DALE FREDRICKS ASSOCIATES - Clifton, NJ

Lead Personnel Counselor

- For the first year, assisted the owner in setting up the agency.
- Solicited companies for job orders through newspaper ads.
- Interviewed and screened applicants for administrative, secretarial, clerical, customer service, receptionist, accounting and management positions.
- Ran ads in newspapers for positions that were secured.
- Sent out letters acknowledging job orders, standard guarantees, fees, etc.

4/83 - 4/85

DURALITE CO., INC. - Passaic, NJ

Executive Secretary

- Involved in all areas of factory administration, reporting to the Vice President of Manufacturing.
- Kept accurate statistical profit/loss reports, attendance and production reports utilizing Lotus 1-2-3.
- Responsible for hiring/firing non-exempt plant personnel and employee relations.
- Typed routine correspondence and assisted the Vice President as needed with end of the month reports.
- Involved in manpower planning.

9/81 - 3/83

POTTERS INDUSTRIES, INC. - Hasbrouck Heights, NJ

11/82 - 3/83 **Secretary - Vice President of Corporate Development**

- Participated in the development and execution of marketing projects and programs.
- Instrumental in setting up a library for the company of all government related materials.
- Delegated work to the marketing staff in the Vice President's absence.
- Composed drafts of letters, press releases, literature and other departmental communications.
- Typed end of the month reports.
- Attended corporate and staff meetings.

9/81 - 11/82

Secretary - Director of Corporate Development

- Compiled and analyzed data pertaining to production, pricing, sales and planning.
- Coded invoices to the proper charge account for payment.
- Script Coordinator in "The Visual Link of Prevention", a highway documentary film.
- Extensive typing of the company's Five Year Strategic Plan Manual (1982 - 1986).
- Took an active part in the Delineator Post Reflector Study.
- Typed routine correspondence and forms.

- Typed highway legislation that became public record.
- Made travel arrangements.

REFERENCES: Will gladly furnish upon request.