

Legal Secretary

Janet O'Leary

956 Meadow Road
Yonkers, NY 10703
(914) 329-1132

Objective: Seeking a legal secretarial position utilizing paralegal training.

Experience:
1992-present

LEGAL SECRETARY, **The National Bank**, New York, New York
Work with the senior member of a five-person administrative support team for the Securities Law Unit. Duties include:

- ☒ Assembling all legal material for Note and Bond issues of National Bank (including its various subsidiaries and outside companies)
- ☒ Entering the prospectuses and offering circulars for the bank's domestic and Euro-dollar underwriting on the IBM 5520 Mod 50 Administrative System
- ☒ Proofreading and processing proofs to the underwriters and their attorneys
- ☒ Preparing the closing packages and creating the bound volume for each issue

1990-1992
New York

SECRETARY, **Corporate Office, The National Bank**, New York

- ☒ Handled resignations and nominations of directors and officers of National Bank's fifty subsidiaries
- ☒ Composed minutes for meetings
- ☒ Forwarded bills for items concerning each subsidiary
- ☒ Input Federal Applications, Certifications, Powers of Attorney, and Authorized Qualifications for subsidiaries to do business in various states into a word-processor

Education:
June 1990
Yonkers, NY

ASSOCIATE IN APPLIED SCIENCE, **Elizabeth Seton College**,

Major: Legal Secretary; *Minor:* Paralegal.

Activities:
United States.

COMMITTEE MEMBER, **Irish Children's Summer Program**
Raised funds to bring children from Northern Ireland to the

Disabled

VOLUNTEER, **Briarwood Manor**—Home for the Developmentally

Reference

Furnished upon request.