

JACQUELYN WILSON
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Objective: Secretarial position utilizing my previous legal experience and expertise.

Summary: Legal secretary. Maintained status of writs and opinions. Civil litigation and real estate law. Hired and trained new employees.

Experience:

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| 2003 to Present | Court of Appeals, State of Maine
Judicial Secretary II <ul style="list-style-type: none">• Secretary to assigned judge.• Typed, edited and filed opinions.• Prepared writ orders.• Contacted parties for responses, additional information and to advice of decisions.• Set up tracking system for writs and court opinions to check status and location of both. | Bangor, ME |
| 1999 to 2003 | Court of Appeal, State of Maine
Legal Secretary <ul style="list-style-type: none">• Secretary to Associate Justice Jack Johnston | Bangor, ME |
| 1997 to 1999 | Carpenter, Hollister, and Frank, Inc.
Legal Secretary <ul style="list-style-type: none">• Legal Secretary to senior partner who specialized in civil litigation and real estate law.• Transferred to word processing department to gain knowledge and expertise on MS Word.• Processed documents for all attorneys in the firm. | Bangor, ME |
| 1992 to 1997 | Turner and Height, Inc.
Administrative Assistant <ul style="list-style-type: none">• Legal Secretary for personal injury attorneys.• Set up new offices and assisted in hiring clerical and administrative personnel.• Coordinated all correspondence.• Initiated paperwork for new employees. | Bangor, ME |

Education:

Marysville College B.S. in English	Boston, MA
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