

Fern Ferguson

Part time position cleaning or clerical work to supplement my income

Philadelphia, PA 19132

fergusonfern2@gmail.com

2159410984

Work Experience

Clerical Assistant/Receptionist

Binder & Binder Social Security Disability Advocates - Philadelphia, PA

July 2007 to March 2012

Responsible for receiving, processing and forwarding incoming mail and checks from various satellite offices. As well as handling incoming calls as backup to receptionist on a daily basis.

Legal Assistant/Bookkeeper

Law Offices of Peter G. Angelos - Philadelphia, PA

January 1991 to December 2006

Data entry of client work histories, manufacturers products and docket entries. Also handled accounts receivable for clients expenses, distribution of client settlement checks, completed bankruptcy settlement paperwork .

Room Attendant/Housekeeping

Golden Nugget Casino/Hotel - Atlantic City, NJ

March 1982 to February 1985

Vaccumed, dust, change linens, cleaned and maintained 13 rooms per day including bathrooms and suites. As well as assisted guest when needed. Upon request, was responsible for maintaining suites of VIP guest and celebrities.

Education

Secretarial Sciences

Philadelphia Sch. Of Office Training - Philadelphia, PA

January 1980 to June 1982

Associate

Skills

Data Entry, Mail Clerk, Customer Service, Microsoft office suites, common office equipment.