

EDUCATION

Century College, White Bear Lake, MN
916 Vo-Tech Institute, White Bear Lake, MN
Legal Secretary Certification

EMPLOYMENT HISTORY

1989-Present: Gausman & Moore Associates, Inc.
Responsibilities include management of administration staff and facilities management.

1984-1989: Medical Graphics Corporation, St. Paul, MN
Executive Assistant/Sales Administrator

1981-1984: AVI, Inc., St. Paul, MN
Administrative Assistant

1978-1980: Cardiac Pacemakers, Inc., St. Paul, MN
Executive Secretary

1976-1978: James R. Tschida and Howard I. Malmon, St. Paul, MN
Legal Secretary

