

## 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

