

RESUME

Donna M. Falcoa
1014 Hope Street, Apt. S-5
Bristol, RI 02809

Telephone: (401) 339-7410
Email: donna12655@gmail.com

OBJECTIVE:

I am looking for a challenging volunteer position where I can utilize my talent and knowledge.

PROFESSIONAL SUMMARY:

I was a dedicated and focused administrative assistant who excelled at prioritizing and multi-tasking simultaneously. I was committed to delivering high quality results with little supervision. I was very organized and professional.

EDUCATION:

A.S. – Secretarial Sciences: May 1975
Johnson & Wales College, Providence, RI

WORK EXPERIENCE:

July 1980 to March 2021

Hinckley, Allen & Snyder, Providence, RI
Legal Administrative Assistant
Assisted attorneys in the Litigation Practice Group

LIFE EXPERIENCE:

Member and Past President of the Ladies Auxiliary of the Bristol Fire Department

Member of the Bristol County Lodge of Elks #1860

Past Member and Past Chairman of the Bristol Christmas Festival Committee

Member and Past General Chairman of the Bristol Fourth of July Committee

Member of the Benjamin Church Manor Tenants' Association