

CATHERINE A. BRYAN

P.O. Box 1200
Jasper, Georgia 30143

EMAIL: cabryan@earthlink.net

OVERVIEW:

- Earned Kennesaw University's Certificate for Internet Professional Webmaster
- Twenty years experience in legal secretarial, paralegal and computer services
- Possess strong attention to detail and place high priority on accuracy
- Hard worker, self-starter, team player, good humor, creative, and project-oriented
- *Please visit my online web design portfolio: thecomputercat.com*

PARTIAL LIST OF COMPUTER SOFTWARE EXPERIENCE:

Web:

- Professional Webmaster
- Dynamic HTML, CSS, JavaScript
- Macromedia Dreamweaver MX
- Adobe Photoshop
- Macromedia Flash
- Adobe Illustrator
- MySQL (client-side)

Also:

- Adobe Pagemaker & InDesign
- Macromedia Fireworks
- Microsoft PowerPoint

Miscellaneous:

- Microsoft Office 2000 (MS Word)
- Corel WordPerfect
- Landtech for Windows (Real Estate)
- Adobe Acrobat
- Microsoft Excel
- TimeSlips Deluxe
- Quicken / Quickbooks Pro
- Peachtree Accounting
- Bankruptcy Software
- Document Automation Software
- ... *and much more*

PARTIAL LIST OF AREAS OF SKILL:

Professional Webmaster:

- Design, Maintain, Host Internet Sites

Desktop Publishing:

- Page Layout and Design

Computers:

- Software and Internet Training
- Editing – Proofreading
- Hardware/Software Troubleshooting

Other:

- Notary Public
- All Administrative/Billing Duties

Legal:

- Corporate and Residential Real Estate
- Pre- / Post-Closing Real Estate Docs
- Bankruptcy Packages
- SBA Loan Closing Packages
- Corporate and Business Law
- Civil Litigation
- Divorce and Family Law
- Immigration
- Patent, Trademark & Copyright
- Labor Law
- Medical Malpractice
- Auditing Legal Files (Bank Audits)
- ... *and much more*

~ LENGTHY CLIENT LIST AVAILABLE UPON REQUEST ~