

MATAWAN REGIONAL SCHOOL DISTRICT
BROAD AND SOUTH STREETS
MATAWAN, NEW JERSEY
07747

SECRETARIAL-CLERICAL APPLICATION

Applicant's Name Barbara Miller

Address _____

Telephone No. _____

For Position As: Secretary Bookkeeper _____
Payroll Clerk _____ Instructional Aide _____
Clerk Typist _____ PBX Attendant _____

EDUCATION

<u>School</u>	<u>Dates</u>	<u>Degree/Diploma</u>	<u>Course</u>
<u>Matawan Regional High School</u>	<u>1968-72</u>	<u>H.S. Diploma</u>	<u>Coll. Prep./Bus.</u>
<u>Brookdale Community College</u>	<u>1974</u>	<u>-</u>	<u>Eco., Typ., Psych., Soc., Anthr.</u>
<u>Middlesex County College</u>	<u>1978</u>	<u>-</u>	<u>Stenography</u>

LIST COURSES YOU HAVE TAKEN IN:

- A. Typing - U.S.-Typ. I, II; College-Typing I
- B. Stenography - College-Stenography I
- C. Office Practice -
- D. Secretarial Science -

EXPERIENCE (Other than in Schools)

<u>For Whom</u>	<u>Dates</u>	<u>No. Mos.</u>	<u>Nature of Work</u>
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Computer Applications Learning Center, Inc.

New York, New York



Computer Applications Learning Center, Inc.

Morrisstown, New Jersey

Certificate of Achievement

This certifies that



has successfully completed

INTERMEDIATE MICROSOFT EXCEL
training

and has earned 0.7 CEU's

Virginia P. Patrick
Director of Training

October 1, 1992
Date

Computer Applications Learning Center is a member of the National Council on the Continuing Education Unit. (CEU unit)

Computer Applications Learning Center, Inc.

New York, New York



Computer Applications Learning Center, Inc.

Morristown, New Jersey

Certificate of Achievement

This certifies that

[Redacted Name] has successfully completed

INTRODUCTION TO EXCEL MACROS (WINDOWS)

training

and has earned 0.7 CEU's

Virginia H. Patrick
Director of Training

August 17, 1992

Date

Computer Applications Learning Center is a member of the National Council on the Continuing Education Unit. (CEU unit)

Two Rivers Technologies

Certificate of Completion

Barbara Cholewa

Has completed the two day seminar

Mastering Telecommunications Fundamentals

in New Brunswick, NJ on August 6-7, 2001

1.3 CEU's
Awarded

Helene S. Wolson
Director, Two Rivers Technologies

