

**REBECCA A. POLLACK**  
**85 DELAWARE AVENUE**  
**NORTH EAST, PA 16428**

**BUSINESS EXPERIENCE:**

1990 to Present                      Perry Construction Group, Inc.  
Office Manager/Bookkeeper

Responsible for secretarial/office management and bookkeeping duties

1987 to 1989                        The Doyle Company, Erie, PA  
Secretary to Vice President

Responsible for secretarial duties. Entered accounts payable and payroll. Prepared budgets, billings and estimate summaries.

1986 to 1987                        American Sterilizer Company, Erie, PA  
Secretary

Responsible for secretarial duties including coordinating AMSCO's Service and Sales Technician training classes. Also involved with Customer Service and Research Development.

**EDUCATION:**

Associate Degree Business Administration  
Erie Business Center

Various courses  
Mercyhurst College

**PRIMARY SKILLS:**

Bookkeeping  
Office Management  
Secretarial  
Extensive Knowledge in Lotus, Word Perfect, Word and Excel

**SECONDARY SKILLS:**

Data Input  
Receptionist

**PERSONAL:**

Married