

# SECRETARY PROFILE

Fill and Submit. You may also print and mail. If you find you need more room, use extra lines at end of page #2

## General

[✓] Check all that pertains to you.

Name: \_\_\_\_\_ D.O.B. (Optional) \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

County or Province: \_\_\_\_\_ Country: \_\_\_\_\_

Cross Streets: \_\_\_\_\_

## Work Time

Weekday Hours: \_\_\_\_\_ to \_\_\_\_\_. Evening Hours: \_\_\_\_\_ to \_\_\_\_\_. Both days and evenings

Saturday Hours: \_\_\_\_\_ to \_\_\_\_\_. Sunday Hours: \_\_\_\_\_ to \_\_\_\_\_. Both Sat. and Sundays

Other: \_\_\_\_\_

24 Hour Service

Can work outside home/office

## Computer(s) Used

IBM/PC or Compatibles (Windows)    Unix or Compatibles    Macintosh or Compatibles

Linux or Compatibles    Solaris    AmigaOS    BSD line

Other: \_\_\_\_\_

CD/DVD Services Available

Facsimile Services (FAX) Fax number: (\_\_\_\_) \_\_\_\_\_

## Programs Used

### Word Processing Programs

\_\_\_\_\_ = Additional Information (optional)

WordPerfect: \_\_\_\_\_    Microsoft Word/Works: \_\_\_\_\_    MSWrite: \_\_\_\_\_

Pages: \_\_\_\_\_    iWork: \_\_\_\_\_    Applix Word: \_\_\_\_\_

Other Word Processing Programs (i.e. freeware): \_\_\_\_\_

### Presentation Programs: (versions)

PowerPoint: \_\_\_\_\_    Keynote: \_\_\_\_\_    AppleWorks: \_\_\_\_\_    Adobe: \_\_\_\_\_

*continued...*

**Programs**

<b><u>Financial Programs:</u></b>			
Lotus 123	Quicken	Microsoft Excel	BusinessWorks
QuickBooks	M.Y.O.B.	Peachtree	_____
<b><u>Desktop Publishing:</u></b>			
PageMaker	Photoshop	MS Publisher	CorelDRAW!
QuarkXpress	FreeHand	Adobe Illustrator	_____
<b><u>Database Programs:</u></b>			
Access	Act!	AppleWorks	FileMaker/Bento
Now	Oasis	Oracle	_____

**Additional Skills and Services**

Do you specialize in any one area? (bookkeeping, desktop publishing, legal, medical, sales, etc.) Try to explain in one or two words (1 or 2 words only). This information will be placed in the specialty column in the first line of your listing. \_\_\_\_\_

Do you offer pick-up and delivery? (check or circle answer):    Yes \_\_\_\_\_    No \_\_\_\_\_

**Other Services:**

Typewriter	Form Fill-ins	Typist: wpm (if known) _____
Short Hand	Quick Note	Resumes                      Cover Letters
Legal	Paralegal	Medical                      Educational
Statistical	Technical	Notary Public

Bilingual: \_\_\_\_\_

**Transcribing:**    Micro                      Digital                      Standard                      Legal                      Medical  
 Other: \_\_\_\_\_

**Bookkeeper:**    Computerized    Manual                      Inventory Control                      Check Book Reconcile  
 Payroll                      Financial Statements                      Accounts Payable                      Accounts Receivable  
 Public Accountant                      Certified Public Accountant                      Years experience \_\_\_\_\_

**Other**

e-mail Address: \_\_\_\_\_

Do you have a secretarial related web site?    Yes \_\_\_\_\_    No \_\_\_\_\_

http:// \_\_\_\_\_

Comments or Extra Infor: \_\_\_\_\_

How did you hear about Home Secretarial Services? \_\_\_\_\_