

**Rosemarie Slevin**  
**3213 Osborn Terrace**  
**Toms River, NJ 08753**  
**732-270-5232 – 732-330-0424**

- September 2007 To Present**      **Certified Home Health Aid**
- September 1998 To May 1999**      **Customer Service Representative - First Union Bank, Toms River, NJ**
- August 1997 To September 1998**      **Weichert Real Estate, Hooper Avenue, Toms River, NJ**  
Sales Representative
- January 1996 To August 1997**      **Administrative Assistant/Receptionist – Pamarco Technologies, Inc.**  
571 Central Avenue, New Providence, NJ. Responsible for all correspondence for CFO and Senior VP Sales/Marketing. Handled multiple phone lines. Responsible for all office procedures (closing/opening office), petty cash, mail distributions, AP/AR. Made travel arrangements both domestic and international. Set up Board meetings, and conferences.
- September 1990 To December 1995**      **Administrative Assistant – J&M Properties & Development,**  
5 Lispenard Street, New York, NY. Administered all phases of property management for 200 unit residential/commercial real estate company. Monitored rent receipts, maintenance, and capital expenditures. Communicated with legal council regarding lease negotiations. Initiated a positive tenant relationship program.
- July 1989 To May 1990**      **Secretary/Receptionist – Kaufman, Hirschhorn, Eptstein & Becker,**  
2004 Morris Avenue, Union, NJ. Performed statistical typing of financial statements and reports on word perfect program for all four accounting partners. Typing all letters, answering and directing incoming calls and setting up appointments.
- August 1997 To July 1989**      **Secretary/Word Processor – Tele-Solution, Inc. Rt. 22, Union, NJ -** Handled correspondences for the Sales Department (consisting of five sales people). Answering incoming calls, typed proposals and letters for the department. Arranged meeting for managers and clients. Participated with data entry in the accounting department.
- February 1986 To July 1987**      **Visa Clerk – Berkeley Federal Savings, Cooperate Headquarters, Bleeker St. Millburn, NJ. -** Responsible for answering customer service calls for the charge card center, opening new accounts, typing follow up letters, filing and light accounting. In charge of processing visa payments and adjustments. Responded to all customers written inquiries.
- Education**      Union High School, Union, New Jersey – Graduated 1985  
Business Course (3 years) Secretarial (1 year) Cooperative Education (1 year)  
MicroAge Learning Center (WordPerfect 5.1) (Microsoft Word)  
Union County College (Computer Training)  
North Jersey School of Real Estate - NJ Real Estate License  
Weichert School of Fast Track Training  
Meridian At Home – Certified Home Health Aid Course