Lisa M. Lighter Wertling
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OBJECTIVE: Seeking a secretarial administrative position, using acquired skill sets to handle confidential data or information with appropriate discretion and utilizing research skills along with the ability to manage schedules and appointments in an environment conducive to constant learning.

EXPERIENCE:

Barrows Levy PLLC - Garden City, New York **June 2025 - Present**
General matrimonial and litigation practice. Paralegal - paralegal responsibilities include interaction with clients, answering phone calls of clients and other attorneys, providing sufficient answers to questions posed by clients and attorneys, typing correspondence and all legal documents, typing attorney time sheets and preparing client invoices. Other responsibilities include draft pleadings, discovery requests and responses, deeds, and wills, prepare files for trials and digest deposition transcripts, and all aspects of litigation.

ED SLOTT AND COMPANY, Rockville Centre, New York **February 2022 – Present**
Administrative Secretary - Working closely with the Owners and Administrative staff doing secretarial tasks which responsibilities include paying office invoices, interaction with clients, answering phone calls of clients and administrative workers, answering questions posed by clients regarding varies matters (i.e. newsletters, workshop events, webinars, documents and charts, etc., running varied reports from our website for review, typing varies correspondence and documentation. Other responsibilities include filing invoices, workshop materials, newsletters, preparing supplies for workshop events including name tags and ribbons, supplies, manuals, etc.

LIPSKY BRESKY & LOWE, LLP, Garden City, New York **September 2008 - Present**
General matrimonial and litigation practice. Legal Secretary - Secretarial responsibilities include interaction with clients, answering phone calls of clients and other attorneys, providing sufficient answers to questions posed by clients and attorneys, typing correspondence and all legal documents, typing attorney time sheets and preparing client invoices. Other responsibilities include draft pleadings, discovery requests and responses, deeds, and wills, prepare files for trials and digest deposition transcripts, and all aspects of litigation.

OCEANSIDE JEWISH CENTER, Oceanside, New York **September 2005 - August 2008**
Assistant Preschool Teacher – Responsibilities included working with 3- and 4-year-olds on a one-to-one basis and as a whole group. Assisted teachers and administrative staff in creating lesson plans and activities to develop the educational and social growth of the children. Senior camp counselor in summer programs, responsible for 2-, 3- and 4-year-olds, created themed arts and craft activities, created lessons after reading stories, games, music and song, organized water play and free outside play.

CANDY BEAUCOUP, Oceanside, New York **September 2003 - August 2005**
Assistant Sales Manager and Chocolate Maker – Responsibilities included ordering supplies, phone orders, one on one customer's ordering themed products and payments, making chocolate lollipops and seasonal chocolate creations, created gift baskets, sold loose chocolate and other candies.

DEAN WITTER REYNOLDS – World Trade Center, New York City **March 1989 - July 1995**
Database Administrator – Responsibilities included writing and testing database programs prior to being used by the Dean Witter brokers in their offices. Wrote manuals instructing stock brokers and programmers on database usage.
October 1994-June 1995 - exclusive Beta Tester for all stocks and bonds programs.

BROOKLYN COLLEGE – PROGRAMMING DEPARTMENT - Brooklyn, New York **July 1983 - March 1989**
Database programmer - Responsibilities included – programming and wrote how-to manuals instructing professors, staff and students on database and programming usage.

EDUCATION
BROOKLYN COLLEGE – Bachelor of Science Degree – Computer Science Major – September 1982 - June 1986
JOHN DEWEY HIGH SCHOOL - September 1978 - June 1982

SOFTWARE
Microsoft Office Word, Microsoft Office Outlook, Microsoft Office Excel, Google Chrome, Internet Explorer

REFERENCES FURNISHED UPON REQUEST