

**Kim Davis**  
**Davis Secretarial Service**

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**EXPERIENCE:**

WordPerfect \* Word \* Access \* Excel \* PowerPoint \* E-mail \* Internet Research  
Transcription \* Bookkeeping \* TimeSlips \* Peach Tree Accounting \* Quicken \* Quickbooks  
CorelDRAW \* Dreamweaver \* HTML \* Adobe Fireworks \* Cascading Style Sheets

**EDUCATION AND LICENSES:**

**Education:**

1991-1992 Computer Training  
2000-2000 Legal Assisting  
2008-2008 Web Design  
2009-Present Bookkeeping

**Licenses:**

2003-2006 Real Estate Salesperson License, Michigan  
1998-2006 Notary Public, Michigan  
2006-Present Notary Public, California  
2007-Present Real Estate Salesperson License, California

**CLIENTS:**

- 2009-Present Virtual Assistant - David R. Thompson, Esq.**  
Responsibilities include transcribing dictation including letters, memos and pleadings; mailing, faxing or emailing letters/memos; copying and scanning documents.
- 2009-Present Virtual Assistant - Steven Alkema, Esq.**  
Tasks performed include scanning, preparing client invoices and transcription.
- 2009-Present Virtual Assistant - Beth Summers, Ph.D.**  
Tasks performed include extensive internet research on professional and personal matters, filing, preparing client invoices, bookkeeping, banking and paying monthly expenses, assisting with rental units and preparation/maintenance of website.
- 2009-Present Virtual Assistant - Encisive, LLC**  
Perform bookkeeping tasks.
- 2005-Present Virtual Assistant - The Law Offices of Dorn G. Bishop**  
Responsibilities include assisting clients, assisting in the preparation and filing of court pleadings, including discovery requests, responses, briefs and motions, preparing letters and other documents, assisting in legal/internet research, filing, ordering supplies, preparing client invoices, copying and collating documents, bookkeeping, banking and paying monthly expenses.
- 2005-Present Virtual Assistant - The Law Office of Janet Ambrozek**  
Duties include transcribing dictation, preparing letters, preparing presentations, preparing estate planning documents, internet research, assisting with the creation of corporations and limited liability companies, preparing annual corporate minutes, ordering supplies, preparing client invoices, assisting clients, copying and collating documents.
- 2005-2006 Legal Secretary/Personal Assistant - Hull McGuire PC**  
Duties included preparing letters and other documents, transcribing dictation, assisting in research, answering telephones, taking messages, assisting clients, copying and collating documents and ordering supplies.
- 2003-2004 Legal Secretary/ Personal Assistant - James F. Piazza**  
Responsibilities included preparing and filing court pleadings and other documents, including discovery requests, responses, briefs and motions, transcribing dictation, filing, copying and collating documents, preparing monthly billings, paying bills, banking, scheduling appointments, ordering supplies and answering telephones.
- 1997-2004 Legal Secretary/Personal Assistant - Rod O'Farrell**  
Responsibilities included preparing court pleadings and other documents, including discovery requests, responses, briefs and motions, transcribing dictation, copying and collating documents, preparing monthly and quarterly tax returns, paying bills, banking, bookkeeping, scheduling appointments, payroll, ordering supplies and answering telephones.