



Southern Service Center

Marie Wall

Administrative Assistant

Nashville, Tennessee
615-822-3366
mwall@uis-usa.com

EDUCATION:

Computer Processing Institute
Paramus, New Jersey
Computer Programming - Diploma with Honors

The Berkeley School
Ridgewood, New Jersey
Scholarship recipient and graduate of Intensive Secretarial
Program - Diploma

Fair Lawn High School
Fair Lawn, New Jersey
Diploma with Honors

EMPLOYMENT:

Unified Investigations & Sciences, Inc.
Hendersonville, Tennessee
Administrative Assistant
October 2010 - Present

NorthStar Studios (television/video production)
Nashville, Tennessee
Executive Assistant to the President
2004 - 2009

Universal Orlando Resort / Universal Studios
Orlando, Florida
Contracts Administrator, Legal Department
1993 - 2003

EMPLOYMENT (CON'T):

Various corporate headquarters and law firms in
New Jersey, Pennsylvania and Florida
Legal, Administrative and Executive Assistant
1979 – 1993

SKILLS:

Over thirty years of experience in legal and executive
office administration, office management and contract
administration. Strong writing and editing skills.

Intermediate to advanced skills in all Microsoft Office/
Windows software and Adobe Photoshop.