



**Unified**  
Investigations & Sciences, Inc.



## **Northeast Service Center**

**Myrella LeClair**

*Senior Administrative Assistant*

Springfield, Massachusetts

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mleclair@uis-usa.com

### **EDUCATION:**

Bachelor of Arts in English and Secondary Education - 1971  
Westfield State College, Westfield, Massachusetts

Palmer High School - 1967  
Palmer, Massachusetts

### **EMPLOYMENT:**

Unified Investigations & Sciences, Inc.  
Senior Administrative Assistant  
Springfield, Massachusetts  
July 2011 - Present

Unified Investigations & Sciences, Inc.  
Administrative Assistant  
Springfield, Massachusetts  
March 2005 – June 2011

AT&T Labs  
Business Administrator – Competitive Analysis & Market Research  
Menlo Park, California  
November 2003 – November 2004

AT&T Labs  
Executive Assistant – Business Development & Intellectual Capital  
Menlo Park, California  
March 1999 – November 2003

**EMPLOYMENT (Cont.):**

AT&T Network Operations  
Administrative Assistant  
Springfield, Massachusetts  
July 1972 – February 1999

**COMPUTER SKILLS:**

MS Word, MS Excel, MS Access, MS Outlook, MS PowerPoint,  
MS Windows, MS Internet Explorer, ACT, Pyramid, TABS