



Massachusetts Service Center

Myrella LeClair

Administrative Assistant

Palmer, Massachusetts

413-283-7003

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.
Administrative Assistant
Palmer, Massachusetts
March 2005 - Present

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