

Special Availability & Interests

Check any that apply

- available weekdays during daytime hours 8:00 a.m.-6:00 p.m.
- Mondays Tuesdays Wednesdays Thursdays Fridays
- available weekends:
 - 8:00 a.m.
 - afternoons
 - Saturday evenings
 - Sunday evenings

- cashier experience or willing to learn
- enjoy phone work
- love to clean & organize
- compulsively careful & detail oriented (enjoy paperwork)

Skills

Check any & all that apply

- fast & accurate data entry
- can lift 30 pounds
- Bookkeeping (non-computerized) general Ledger
- Accountant

- desktop publishing
 - Word highly skilled frequent user
 - Excel highly skilled frequent user
 - Photoshop highly skilled frequent user
 - Website design highly skilled frequent user
- Attorney-Specialty _____
- own a truck or van
- Other _____