

SECRETARY PROFILE

Please Print

[✓] Check all that pertains to you.

Name: _____ D.O.B. (Optional) _____

Business Name: _____

Business Address: _____ Telephone: (____) _____

City/State: _____ Zip: _____

County or Province: _____ City or Area Name: _____

Cross Streets: _____

Work Time

Weekday Hours: _____ to _____. Evening Hours: _____ to _____. Both days and evenings

Saturday Hours: _____ to _____. Sunday Hours: _____ to _____. Both Sat. and Sundays

Other: _____

24 Hour Service Can work outside home/office Do not want to be listed on "Call List"

Computer(s) Used

IBM/PC or Compatibles (Windows) Unix or Compatibles Macintosh or Compatibles

Apple IIs Linux or Compatibles OS/2 Warp Solaris

Other: _____

Modem CD Rom drive available DVD drive available

Facsimile Services (FAX) Fax number: (____) _____

Programs Used

Word Processing Programs:

WordPerfect: _____ Microsoft Word: _____ Microsoft Works: _____

MacWrite: _____ ClarisWorks: _____ AppleWorks: _____

Other Word Processing Programs: _____

Presentation Programs:

PowerPoint: _____ ClarisWorks(AppleWorks): _____ KeyNote: _____

continued...

Programs

Financial Programs:

- | | | | |
|-------------------------------------|-----------------------------------|--|--|
| <input type="checkbox"/> Lotus 123 | <input type="checkbox"/> Quicken | <input type="checkbox"/> Microsoft Excel | <input type="checkbox"/> BusinessWorks |
| <input type="checkbox"/> QuickBooks | <input type="checkbox"/> M.Y.O.B. | <input type="checkbox"/> Peachtree | <input type="checkbox"/> _____ |

Desktop Publishing:

- | | | | |
|--|--------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> Adobe PageMaker | <input type="checkbox"/> Publish It! | <input type="checkbox"/> Microsoft Publisher | <input type="checkbox"/> CorelDRAW! |
| <input type="checkbox"/> QuarkXpress | <input type="checkbox"/> FreeHand | <input type="checkbox"/> Adobe Illustrator | <input type="checkbox"/> _____ |

Database Programs:

- | | | | | | |
|-----------------------------|---------------------------------|------------------------------------|--------------------------------------|-------------------------------|--------------------------------|
| <input type="checkbox"/> 4D | <input type="checkbox"/> Access | <input type="checkbox"/> FileMaker | <input type="checkbox"/> ClarisWorks | <input type="checkbox"/> Act! | <input type="checkbox"/> _____ |
|-----------------------------|---------------------------------|------------------------------------|--------------------------------------|-------------------------------|--------------------------------|

Additional Skills and Services

Do you specialize in any one area? (bookkeeping, desktop publishing, legal, medical, sales, etc.) Try to explain in one or two words (1 or 2 words only). This information will be placed in the specialty column in the first line of your listing. _____

Do you offer pick-up and delivery? Yes No

Other:

- | | | |
|---|--|---|
| <input type="checkbox"/> Typewriter | <input type="checkbox"/> Form Fill-ins | <input type="checkbox"/> Typist: |
| <input type="checkbox"/> Short Hand | <input type="checkbox"/> Quick Note | average speed (if known) _____ wpm |
| <input type="checkbox"/> Resumes | <input type="checkbox"/> Cover Letters | |
| <input type="checkbox"/> Legal | <input type="checkbox"/> Paralegal | <input type="checkbox"/> Medical <input type="checkbox"/> Educational |
| <input type="checkbox"/> Statistical | <input type="checkbox"/> Technical | <input type="checkbox"/> Notary Public |
| <input type="checkbox"/> Bilingual: _____ | | |

Transcribing:

- | | | |
|-----------------------------------|----------------------------------|--------------|
| <input type="checkbox"/> Micro | <input type="checkbox"/> Medical | |
| <input type="checkbox"/> Standard | <input type="checkbox"/> Legal | Other: _____ |

Bookkeeper:

- | | | |
|---------------------------------------|---------------------------------|--|
| <input type="checkbox"/> Computerized | <input type="checkbox"/> Manual | <input type="checkbox"/> Inventory Control <input type="checkbox"/> Check Book Reconcile |
| <input type="checkbox"/> Payroll | <input type="checkbox"/> | Financial Statements <input type="checkbox"/> Accounts |

Payable Accounts Receivable

- | | | |
|--|--|---|
| <input type="checkbox"/> Public Accountant | <input type="checkbox"/> Certified Public Accountant | <input type="checkbox"/> Years experience _____ |
|--|--|---|

The Web

e-mail Address: _____ Can we list your e-mail address Yes No

Do you have a secretarial related web site? Yes No http:// _____

Do you have an AOL Instant Messenger account? Yes No

Do you have an MSN Messenger account? Yes No

AOL Instant Messenger ID: _____ (AOL members, this is your screen name)

MSN Messenger ID: _____

- List Messenger ID with HSS only or
- List with HSS and in the newsletter online, for the public to send instant messages.

Everything Else: _____

How did you hear about Home Secretarial Services? _____