

Dawn M.L. Tordel

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WORK EXPERIENCE

2009-present <i>Office Administrator</i>	True, Walsh & Sokoni, LLP	Ithaca, New York
2007-2009 <i>Paralegal</i>	Thaler & Thaler	Ithaca, New York
2000-2007 <i>Legal Assistant / Confidential Secretary</i>	City of Ithaca Attorney's Office	Ithaca, New York
1989-2000 <i>Legal Assistant</i>	True, Walsh & Miller	Ithaca, New York

EDUCATION

Central City Business Institute <i>Associate in Occupational Studies (AOS) Degree, Executive Secretary, June 1989</i>	Syracuse, New York
Ithaca High School <i>Diploma, Business Major, June 1987</i>	Ithaca, New York

OTHER

- Notary Public
- Associate Member of the American Bar Association
- Secretary for Dryden Sports Boosters