

LAURIE S. CHESTER

2524 Eileen Court
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Work Experience:

Sanders & Rubinstein, CPAs, PC., North Bellmore, NY 11710 2017-2023

Administrative Assistant

- Responsible for bank deposits
- Transmission and collation of tax returns
- Use of Word, Excel, Quickbooks, Lacerte tax program
- Bank reconciliations

Berman, Sosman & Rosenzweig, CPAs PLLC., Bellmore, NY 11710 2003-2017

Administrative Assistant, back office

- Managed firm's accounts receivable for over 300 clients. Entrusted with bank deposits
- Client contact, including scheduling tax appointments
- Responsibilities included collation and transmission of tax returns
- Maintained over 1300 confidential personal and 300 corporate client records
- Use of Word, Excel, QuickBooks, ProSystem Practice Management and UltraTax

1999-2003

Law Office of Joseph Perrini III Esq., Bellmore, NY 11710

Legal secretary for personal injury attorney

- Preparation of legal documents, stenography, dictaphone and SAGA
- Heavy telephone contact with clients, insurance companies and courts

1996-1999

Law Office of Steven Kommor, Esq., Garden City, NY 11530

Legal secretary for criminal defense attorney

- Typing of legal documents and contact with courts and clients

Education: B.A. Queens College

Notary Public