

ELENA GRECO

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New York, NY 10025

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egreco@elenagreco.com

SKILLS:

• Word Processing

- Extensive, advanced word processing skill with all legal documents, including litigation, corporate and intellectual property, with expertise in the specialized areas of financials and prospectuses.

• Imaging

- Create and edit digital images in all pixel-based formats.
- Prepare mark designs and specimens for electronic filing with the USPTO.
- PowerPoint presentations.
- Design and create forms, brochures and newsletters.

• Help Desk

- All aspects of Help Desk service, from opening the ticket through full solution of issue, addressing needs of all legal personnel, including attorneys, secretaries, paralegals and other legal assistants, for all Microsoft products, PCDOCS/Hummingbird and Adobe products.

• Applications

- Application troubleshooting, maintenance and development: Microsoft® Word, PowerPoint, Outlook. Customization/rollout of Word templates/macros, analysis of best practices.

• Technical writing

- Have written two complete, plain-English technical manuals about Microsoft® Word for law firms.
- Have written over 20 “how-to” guides, including Word functions, such as Tables of Contents and Tables of Authorities, and concise guides for PCDOCS, Adobe Acrobat, Microsoft Outlook and other applications. Also wrote *Tip of the Week* series re. use of applications.
- Newsletter production (design, format, edit style/punctuation, disseminate).

• Training

- Trainer, Microsoft® Word and many other applications, all levels from beginner to advanced.

• Webmaster

- Maintain and develop websites using HTML and CSS.

• Notary, State of New York, County of New York

• Software

- Microsoft®-Certified Word Expert
- Microsoft®-Certified PowerPoint Expert
- Microsoft Outlook Professional
- Microsoft Excel
- Microsoft Visio
- CompareRite/DeltaView
- Best Authority
- Adobe Photoshop
- Adobe Acrobat Professional
- Textbridge, OmniPage
- Cognet/v2i
- Digital photography
- HTML and CSS
- PCDOCS/Hummingbird/iManage

EMPLOYMENT EXPERIENCE:

Nov 2006 to
present

Mayer Brown LLP, Document Services Department, 1675 Broadway, New York, NY 10019-5820, (212) 506-2500. Legal word processing utilizing all features of Microsoft Word, including advanced expertise with financials/tables, prospectuses, and of MacPac legal numbering, including application of DocX Tools Analysis/Cleanup tools; PowerPoint presentations (e.g., litigation) and graphics (e.g., timelines, organizational charts); Excel spreadsheets; CD production; download/preparation of documents from internet datarooms; provide personal assistance on the floor to attorneys with evening work and during closings; responsible for clean-up/preparation of Outlook Contacts for InterAction upload; assist co-workers with technical questions; fill in for Intake Desk Coordinator in her absence, assessing workload and personnel requirements, logging job requests, assigning work, processing miscellaneous attorney requests, communicating with attorneys with regard to fulfilling job requests; and preparing detailed turnover report for next shift.

Elena Greco Resume

Page 2

- March 2005-
Nov 2006 Freelance for large, international law firms (e.g., Allen & Overy) and small, independent firms.
- Advanced legal word processing, including formatting of financials and prospectuses, TOC/TOA/Indexing, conforming legal citations to Blue Book format
 - Customized template/macro/style creation and installation
 - Training (Microsoft and Adobe applications) for attorneys and secretaries
 - PowerPoint presentations and digital imaging
- 1999 to 2005 Applications Administrator. **Cowan, Liebowitz & Latman**, IT Department, 1133 Avenue of the Americas, New York, NY 10036, (212) 790-9200.
- Help Desk: troubleshooting of all non-legal software application problems.
 - MS Word maintenance (97 and XP): Customization, maintenance and rollout of all firm's Word global and document templates (approximately 50) and macros for 100+ users.
 - Technical writing about software: Wrote EASY WORD 97 (manual), *Tips of the Week* (email series re. applications), many manuals and short guides about software.
 - Trainer: Trained approximately 50 attorneys and 30 support staff in various software, including Microsoft® Word and Outlook. Tested all secretarial applicants in Word skills and trained all new hires.
 - Word processing: all types of legal documents which required advanced skills, e.g. Table of Authorities.
 - Business Development projects: Worked with firm's administrative partner on business development projects and helped to produce seminars presenting different areas of law handled by the firm, e.g., the annual CLL Publishers Seminar, and the Fashion Seminar for those in the fashion industry, as well as client alerts and other presentations.
 - Special Projects: seminar presentations, client pitches, preparation of books for submission to publishers, merges, mailings.
 - Webmaster: Maintained and edited firm website (previous version with over 100 web pages); maintained and edited firm internal website for clients (intranet) and assigned passwords.
 - Imaging: Digital photography, scanning and editing of digital images for presentations, for litigation exhibits and electronic filing with the USPTO to their specifications.
 - Created PowerPoint presentations for all business development seminars and for many attorneys' off-site lectures; ran technical aspects of presentations during the seminars.
 - Produced monthly firm newsletter, *CLL News*.
 - Maintained firm address database in Microsoft Outlook of over 10,000 firm contacts and coded extensively for many purposes, such as mailings targeted to a specific audience and designation of representative attorney and area of law.
 - Produced quarterly Foreign Associate Directory by merging information from firm address database into Word booklet.
- 1998 to 1999 User Support Department. **Dewey Ballantine LLP**, 1301 Avenue of the Americas, New York, NY 10019, (212) 259-8000. Word processing; specialized in financials.
- 1997 to 1998 Creative Services Department. **Morgan Stanley Dean Witter**, 1585 Broadway, New York, NY 10036, (212) 761-4000. Prepared pitches and presentations for clients. Created and edited graphically-oriented documents, using primarily MS Word, with extensive importing and editing of graphics.
- 1989 to 1997 Word Processing Department. Help Desk/troubleshooting (MS Word). **Cleary Gottlieb Steen & Hamilton**, One Liberty Plaza, New York, NY 10006, (212) 225-2000. Specializing in financials, prospectuses and advanced functions. Special projects. Technical writing for WP Department and firm; wrote QUICK REFERENCE GUIDE FOR WORD 6.0 (manual) for the firm. Acted as liaison between the Computer Services (IT) and Word Processing Departments.

HONORS:

National Merit Scholar Finalist 1973; Who's Who Among American High School Students 1973;
National Beta Club 1972

EDUCATION:

B.A. in Psychology/Counseling (SUNY). Two decades of training and certifications in healing and counseling techniques. Five years of undergraduate work toward Bachelor of Music in Performance (voice/piano), with strong emphasis in languages (Spanish, Italian, French and German) and psychology. Extensive and continuing professional music study, performance and multimedia productions.

PERSONAL:

I am a singer, pianist, artist and writer, producing multi-media projects that entertain, educate and enliven people. I stand for total authenticity in creative expression, whatever the medium, and a commitment to the highest excellence I can achieve in bringing a project to life. I also have a private counseling practice and have facilitated groups for over 20 years. I resided in many areas of the country while growing up, and have lived in New York City for 25 years.