
Karen G. LoSapio
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- Objective** A challenging position utilizing my diversified administrative and interpersonal skills within an organization that offers a comfortable work environment and opportunity for advancement.
- Experience** **McNair Law Firm (f/k/a Bethea, Jordan & Griffin, P.A.) 2002 - present**
- Part-time to full-time position within real estate practice assisting multiple attorneys with various administrative duties in the processing/closing of real estate transactions. Also been called upon to assist on a variety of other areas of work within the legal practice, i.e., real estate development, HUD registrations, entity formation, and property owner association matters. I have had the responsibility for preparation and processing of the local unit's seller 1099s
- A La Carte Business Support 1995 - present**
- Owner/Operator of small firm providing a variety of business services including word processing, transcription, desk-top publishing of various literature, preparation of large mailings, shipping, and travel arrangements. Also, accounts payable/receivable and preparation/filing of medical claims. Basically whatever projects were presented within the administrative area. Client base consisted of an attorney, engineer, regional sales representative, investment advisor and a psychotherapy/mediation practice, some on a regular basis and others project by project. I also serve as a Notary Public for the State of South Carolina.
- Palm Coast Division of Spindrift Realtors 1990 - 1994**
- Part-time position with responsibility of facilitating "Florida Living" seminars. This included scheduling and marketing of programs, arrangement of facilities and equipment (audio/visual etc.) throughout New Jersey. Made travel and hotel arrangements for clients wishing to view Florida properties. Also responsible for supervising a small sales staff. Acted as main liaison between Palm Coast Florida, Palm Coast New York and Spindrift Realtors management and staff.
- Prior to the above, I spent many years working for Coopers & Lybrand, a CPA firm in New York City, as the executive assistant to an executive partner in their National Office. This assignment provided me with extensive experience and responsibility within the organization of a major player in worldwide business and daily interaction with CEO's and staff of major Fortune 500 corporations and government agencies like the SEC.
- I also owned and operated a retail florist shop for five years.
- Strengths** I consider my best qualities to be that I am a team player, well-organized, reliable, flexible, able to multitask, creative and resourceful, work well in pressure situations and take pride in the quality of my work. While I am knowledgeable of a number of computer software programs including Microsoft Word, Outlook, Excel and Word Perfect and know my way around the Internet, I am always willing and eager to learn new programs.
- Education** Berkeley Secretarial School, New York City - Executive Secretarial Program of Studies
Keyport High School, Keyport, New Jersey
- Personal** I've enjoyed working on a voluntary basis with a number of charities including the National Association for Multiple Sclerosis, Make-A-Wish Foundation, Ronald McDonald House, the National Association for Missing & Exploited Children/Adam Walsh Foundation and others within their fund raising areas.