

# Sharon Flynn

Office work

W: <http://www.worky.com/sharon-flynn2>

## Sharon Flynn's Professional Experience

---

1998 - Present

### **Walter P. Toolan & Sons - secretary , receptionist**

Typing letters, preparing draft Contracts, sending out bills to clients, drafting Wills for clients, updating internet based filing system on a daily basis, keeping the Will list up to date.

---