## Mary Jarvis

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609.263.0008

Objective: To obtain a position on the Board of Trustees

Skills: My technological skills are Word and Excel

Resourceful in solving problems and maximizing resources

Skilled in handling the public with diplomacy and professionalism

Work well as a team member

Ability to work in a fast paced environment smoothly

Work cooperatively with a wide range of personalities

Experience Owner of Pinnacle Travel

1999-presently

**Burlington County Superior Court** 

Dates: June 1981-June 2006

• Key responsibilities as Family Court Administrator was to expedite trial conclusions for five Superior Court Judges and sixty-four attorneys.

Education: Cardinal Dougherty High School

St Joe's college (2yrs)