AR5794 1/3

S48/6

Edith Falk beteiligte sich während ihres letzten Schuljahres am Unterricht in Maschinenschreiben. Sie nahm denselben mit regem Jnteresse und grossem Eifer auf. Jhre Leistungen auf den Systemen » Continental & Adler » können mit

» recht gewandt »

bezeichnet werden.

Miltenberg a/M., März 1927.

Jnstitut U.L.Frau.

Institut d. n. Dame * Miltenberg *

Mar. Laetantia Gelbsch.

Prüfung aus der Kurzschrift.

Falk Edith

geboren am 5. 7. 1911 hat sich als Schüler der 8. Klasse der Höheren Mädchenschule der Prüfung aus der Kurzschrift unterzogen und hierbei

im Lesen ungekürzter und gekürzter Schrift genügt,

im Rechtschreiben die Note 3,

im Schnellschreiben bei einer Geschwindigkeit von 100 bis 120 Silben in der Minute die Note 2

sohin die Gesamtnote 2 erworben.

Sie Er hat die Prüfung bestanden.

Höhere Mädchenschule Miltenberg a. M. der A. Schulschwestern v. U. L. F.

Miltenberg, den 15. Januar 1927.

Die Direktorin: Mar. Agellinaria Dorsch.

Die Fachlehrerin für Kurzschrift: Mar. Kunigunda Ruland.

A. Dreselly, München. Form Nr. 500.

Hunter College
Evg Session

THE EVENING SESSION

Credential Evaluation for:

Name Edith C. Fack. Address 972 Park Avenue

ADMISSION UNITS

English	3	Mathematics	2½	Other Subjects	
History	2	Sciences:		Drawing	1
Languages:		Biology	1	Music	2
French	3	Adv. Biology	1	Economics	½
German	4	Physiology	1		

Conditions: History 51-52.

Note: Conditions must be removed within one year of the date of admission unless an extension of time be granted in which to remove a language condition.

ADVANCED CREDIT

Courses	College Credit	Excused From
German 73	excuse only.	
German 74, 75	6 cr.	
Music 1, 41	excuse only	
French 72, 73	excuse only.	

You may obtain credit in Education only by taking written examinations in the courses.

You may now call for the originals of your foreign credentials.

Total credits allowed 6 cr

Date of evaluation 11-43

Your college credits are withheld until:
You remove your admission conditions.
You become a matriculated student.

Agnes T. Condon
Registrar E.L.

Edith C. Falk
935 Madison Avenue
New York 21, N.Y.

Education: 1916-1927 Grammar School, High School, Business School.
1927-1928 Women's School of Social Sciences.
1928-1929 Kindergarten College.
1943-1944 Evening Extension Courses, City College.
1948-1949 Advertising & Selling Course, Advert. Club of New York.
Marital Status: Single.
Age: 36.
Languages: German, French.
Experience: 1929-1943 Exercised my profession as Kindergarten Teacher.
Free lance contributor for newspaper.
1943-1945 Joined the Office of Censorship:
Responsibilities: General administrative duties;
Proof reading;
Reviewing & editing of reports;
Writing of special & recurrent reports;
Caption writing;
Gathering, compiling & evaluating of information;
Setting up of new section;(Editorial Department)
Interviewing & training of employees;
Evaluation of employees work performance.
1945-1948 Transferred to War Department Overseas, American occupied area in Germany, completing a three(3) year contract in February 1948:
Responsibilities: Same as above, plus: Own correspondence;
Preparation of copy for brochures & bulletins dealing with specified & general subjects;
Formulation, dissemination & interpretation of methods, policies & procedures;
Contact & liaison work with departments, organizations and public;
Organizing & setting up of Field Teams;
Keeping of informational files, reference & library material, Subject Matter Filing;(Dewey Decimal System)
Supervision of personnel;
Preparation of job-analysis;
Interviewing, screening, placing, guiding & evaluating of employees;
Organizing & setting up of employee training program;
Preparation & delivery of lectures;
Preparation of training material;
Setting up of training schedules;
Ascertaining of training needs.
July 1948: Free lance work for Publicity Firm:
Preparation of four page (700 words) brochure.
July 1948 – Dec. 1948. FALCONA SALES COMPANY.
Mail Order Firm: Organizing & setting up of business; Writing of copy for catalog, selling, correspondence, etc.

Education:	Girls High School. 1917 - 1927
	Women's School of Social Sciences. 1927 - 1928
	Kindergarten Seminar. 1928 - 1929
	Attended business courses while at Girls High School and at Women's School of Social Sciences.
	City College, Evening Extension Courses. 1943 - 1944. Subjects taken: Literature, Writing, History.
Personal Data:	Age: 36.
	Marital Status: Single.
	Languages: German, French.
Free Lance Work:1931 - 1932	Writing of special articles for Sunday edition of Berlin newspaper, equivalent to New York Times, "Review of the week."
Teaching Positions: 1928 - 1933	Germany.
1933 - 1935	France.
1935 - 1936	Reference:Mr. H.R. Bretter 1400 Broadway, NYC. Tel: WI.7-0453
1936 - 1943	Reference: Mr. B.M. Gruenstein 175 Lexington Ave, NYC. Tel:LE.2-9100
Other Employment: August 1943 - April 1945 Office Of Censorship, 242 - 7 Ave, NYC. Reference: Mrs. B. Wretholn 935 Madison Ave,NYC. Tel: TR.9-1084. Starting Salary: $ 1800.- Final Salary: $ 2300.- Rating: Excellent. Reason For Leaving: Transfer to War Department.	Responsibilities: Gathering, compiling & evaluating of information. Translating. Writing of special & recurrent reports. Editing of reports submitted by subordinates.Setting up of entire new department, Editorial Unit. -Interviewing of prospective employees. Grading of examination papers.

Continued.

Other Employment:
April 1945 - February 1948
War Department, American
Occupied Area In Germany.
Reference: Mr. W. C. Duke
185 Madison Ave, NYC.
Tel: MU.5-5056.
Starting Salary: $ 3400.-
Final Salary: $ 5343.-
Rating: Excellent.
First Contract Expiration:
April 1946.
Renewal to: 1947.
Renewal to: 1948
Reason For Leaving:
Organization was discontinued
on October 15, 1948.
Was asked to stay on in order
to help wind up entire
department.

Serving in a staff capacity.
Instrumental in the setting up of
Telecommunications Department.
Gathering, compiling & evaluating
of information. Writing of special
& recurrent reports. Preparation
(research work) & delivery of
lectures:"Political Parties In
Bavaria." "Ideas For German Expan-
sion." "The Nasi Foreign Organizat."
"German World Influence."
Issuance and preparation of
bulletins dealing with specified
subjects. Keeping of informational
files, reference & library material.
Formulation, dissemination and
interpretation of policies and
procedures.-Setting up of field-
teams, special assignment units.-
Organising of employee training
school program. Ascertaining of
training needs. - Liaison and
contact work with departments,
organization s and public.-
Interviewing, placing & guiding of
person nel.

935 Madison Avenue
New York 21, N.Y.

Education: 1916-1927 Grammar School; High School; Business School;
1927-1928 Women's School of Social Sciences;
1928-1929 Kindergarten College.
1943-1944 Evening Extension Courses, City College.

Marital Status: Single.

Age: 36.

Languages: German, French.

Experience: 1929-1943 Exercised my profession as Kindergarten Teacher.
1931-1932 Free lance contributor for Newspaper.

1943-1945 Joined the Office of Censorship:

Responsibilities: General administrative duties;
Proof reading;
Reviewing & editing of reports;
Writing of special & recurrent reports;
Caption writing;
Gathering, compiling & evaluating of information;
Setting up of entire new section (Editorial Dept);
Interviewing & training of employees;
Evaluation of employees work performance.

1945-1948 Transferred to War Dept. overseas, American occupied area in Germany, completing a three year contract in February 1948:

Responsibilities: General administrative duties;
Own correspondence;
Gathering, compiling & evaluating of information;
Caption writing;
Reviewing & editing of reports;
Writing of special & recurrent reports;
Preparation of copy for pamphlets & brochures dealing with specified & general subjects;
Formulation, dissemination & interpretation of methods, policies & procedures;
Contact & liaison work with departments, organizations and public;
Organizing & setting up of Field Teams;
Keeping of informational files, reference & library material; Subject matter filing-Dewey Decimal System;
Supervision of personnel;
Preparation of job-analysis;
Interviewing, screening, placing, guiding & evaluating of employees;
Organizing & setting up of employee training program;
Preparation & delivery of lectures;
Preparation of training material;
Setting up of training schedules;
Ascertaining of training needs.

July 1948 Free lance work for Publicity Firm:
Preparation of four page (700 words) brochure.

Edith C. Falk
935 Madison Avenue
New York 21, N.Y.

Education: 1916-1927 Grammar School; High School; Business School;
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Supervision of personnel;
Preparation of job-analysis;
Interviewing, screening, placing, guiding & evaluating of employees;
Organizing & setting up of employee training program;
Preparation & delivery of lectures;
Preparation of training material;
Setting up of training schedules;
Ascertaining of training needs.

July 1948 Free lance work for Publicity Firm:
Preparation of four page (700 words) brochure.

Miss Edith C. Falk. 935 Madison Avenue New York 21. Tel: TR.9-1084.

PROFESSIONAL & BUSINESS EXPERIENCE.

1929-1943	... Taught Kindergarten. Elementary subjects.
	... Free lance contributor for woman's page.
	... Clerk in wholesale concern.
	... Assistant in travel-agency.
1943-1945	... Joined US. Government Agency.
	...Reviewing & editing of reports.
	... Writing of headlines & reports.
	... Proof reading & translating.
	... Gathering, extracting, compiling & evaluating of information.
	... Setting up of new section.
	... Interviewing & training of employees.
1945-1948	... Transferred to War Dept. overseas.
	... General administrative duties.
	... Own correspondence.
	... Transcribing of telephone conversations.
	... Keeping of informational files, reference & library material.
	... Formulation, dissemination & interpretation of methods, policies & procedures.
	... Conducting of surveys, studying of trends.
	... Organizing & setting up of field-teams.
	... Contact & liaison work.
	... Writing of instructions & bulletins.
	... Writing of reports & headlines.
	... Gathering, extracting, compiling & evaluating of information.
	... Preparation & delivery of lectures.
	... Supervision of personnel.
	... Interviewing, screening, placing, guiding & evaluating of employees.
	... Preparation of job-analysis.
	... Organizing & setting up of employee training-program.
	... Ascertaining of training needs for refresher-courses.
1948-1949	... Mail-Order Firm. Falcona Sales Company.
	... General office work. Typing. Bookkeeping.
	... Own correspondence. Export negotiations.
	... Sales promotion. Letters. Mailing Lists.
	... Setting up of price-lists.
	... Preparation & writing of catalog.

Age: 36.

Languages: German.
French.

Education:	... High School. Business School.
	... Women's School Of Social Sciences.
	... Kindergarten College.
	... Evening Extension Courses, CCNY.
	... Advertising & Selling Course, Copy-Writing. Advertising Club Of N.Y.,23 Park Avenue.

Miss Edith C. Falk. 935 Madison Avenue, New York 21. TR9-1084.

Professional & Business Experience:	1929-1943	... Taught Kinergarten. Elementary subjects. ... Free lance contributor for woman's page. ... Clerk in wholesale concern.-Travel - Agency.
	1943-1945	... Joined US. Government Agency. ... Reviewing & editing of reports. ... Writing of headlines & reports. ... Proof reading & translating. ... Gathering, extracting, compiling & evaluating of information. ... Setting up of new section. ... Interviewing & training of employees.
	1945-1948	... Transferred to War Dept. overseas. ... General administrative duties. ... Own correspondence. ... Transcribing of telephone conversations. ... Keeping of informational files, reference & library material. ... Formulation, dissemination & interpretation of methods, policies & procedures. ... Conducting of surveys - studying of trends. ... Organizing & setting up of field-teams. ... Contact & liaison work. ... Writing of instructions & bulletins. ... Writing of reports & headlines. ... Gathering, extracting, compiling & evaluating of information. ... Preparation & delivery of lectures. ... Supervision of personnel. ... Interviewing, screening, placing, guiding & evaluating of employees. ... Preparation of job-analysis. ... Organizing & setting up of employee-training program. ... Ascertaining of training needs for refresher-courses.
	1948-1949	... Mail-Order Firm. Falcona Sales Co. ... General office work. Bookkeeping. ... Typing. Own correspondence. ... Export negotiations. ... Sales promotion. Letters. ... Mailing-lists. ... Setting up of price-list. ... Preparation & writing of catalog.
Age: 36. Languages: German. French.	Education:	... High School. Business School. ... Women's School Of Social Sciences. ... Kindergarten College. ... Evening Ext. Courses, CCNY. ... Advertising & Selling Course, Copy-Clinic., Adv. Club Of N.Y.

Frauenschule des Philanthropins
in Frankfurt a. M.

Oeffentliche höhere Lehranstalt.

Schluss-Zeugnis

über den Besuch der Frauenschule

für Edith Falk

Sie hat die Frauenschule von Ostern 1927 bis Ostern 1928 besucht

Betragen: } sehr gut
Aufmerksamkeit: }
Ordnung: gut

Leistungen:

1. Haushaltungskunde:

Nahrungsmittelchemie: genügend
Kochen: } gut
Hausarbeit: }
Nadelarbeit: a) Weissnähen: } gut
b) Schneidern: }
Gartenbau: }

2. Gesundheitspflege und Erziehung:

Gesundheitslehre: } gut
Säuglingskunde und Säuglingspflege: }
Allgemeine Erziehungslehre: } genügend
Kleinkind-Erziehungslehre: }
Beschäftigungsunterricht im Kindergarten: }
Praktische Arbeit im Kindergarten: gut

3. Wirtschaftl. u. staatsbürgerl. Unterricht:

Wirtschaftliches Rechnen: } gut
Buchführung: }
Stenographie: sehr gut
Schreibmaschine: gut
Privat- und Volkswirtschaftslehre: } gut
Geschichte und Staatsbürgerkunde: }
Französische Handelskorrespondenz: } genügend
Englische " " :

4. Allgemein bildende Fächer:

Religion: gut
Deutsch: genügend
Französisch: befr.
Englisch: } genügend
Kunstgeschichte: }
Musikgeschichte: gut
Sport: genügend

Bemerkungen:

Frankfurt a. M., den 30ten März 1928

Der Direktor: Dr. Driesen

Die Oberin: Dr. Tilly Epstein

Jacob & Alfred Mayer, Frankfurt a. Main

Höhere Mädchenschule
der Arm. Schulschw. v. U. L. Fr.
Miltenberg a/M.

Schuljahr 19 26/27

Schlußzeugnis der Höheren Mädchenschule.

Falk Edith

Tochter des Kaufmanns Karl Falk
in Wildenberg a/M. B.-A.: Wildenberg a/M.
geboren am 5. 7. 11 zu Wildenberg a/M. ist r. Bekenntnisses,
die seit 3. 5. 1921 die Höhere Mädchenschule der Arm. Schulschw. in Wildenberg a/M. besucht, hat sich als Schülerin der VI. Klasse
am Schlusse des Schuljahrs 19 26/27 der Schlußprüfung unterzogen und diese Prüfung bestanden.

Die Schülerin arbeitete mit Lebensgenauem Fleiß an ihrer Ausbildung und zeichnete sich stets durch hervorragendes, taktvolles Benehmen aus.

Nr. 1634. Verlag von J. Maiß, München.

Die Leistungen der Schülerin wurden nach den bei der Prüfung und während des Schuljahrs gegebenen Proben folgendermaßen bewertet:

in der Religionslehre . .	hervorragend
in der deutschen Sprache . .	befriedigend
in der Geschichte . .	befriedigend
in der Erdkunde . . .	befriedigend
im Rechnen . .	befriedigend
in Natur- und Haushaltungskunde	lobenswert
in Erziehungskunde .	befriedigend
im Zeichnen	lobenswert
im Handarbeiten . . .	befriedigend
im Turnen	befriedigend
im Singen	lobenswert

Außerdem hat die Schülerin am Unterricht

in der englischen Sprache . .	mit	befriedigendem
in der französischen Sprache	mit	.....
in der Kurzschrift . . .	mit	lobenswertem
in Buchführung u. Maschinenschreiben	mit	lobenswertem
in der Schulküche . .	mit	.....
in	mit	..... Erfolge teilgenommen.

Miltenberg, den 5. April 1927.

Der Prüfungsleiter:

Höhere Mädchenschule Miltenberg a. M. der A. Schulschwestern U. L. F.

.....

Der Anstaltsvorstand:

Max Apollinaris Deeß,
zugleich Prüfungsleiter.

Städt.Kindergärtnerinnenseminar,
Unterweg 4.

Frankfurt a/Main, den 8. April 1931.

B E S C H E I N I G U N G .

Hierdurch bescheinigen wir, dass Fräulein Edith F a l k , geb. am 5.7.11, aus Miltenberg a/Main von Ostern 1928 bis kurz vor Ostern 1929 als Schülerin des damals noch einjährigen Lehrgangs für Kindergärtnerinnen, der sich auf die Frauenschule aufbaute, im städt. Kindergärtnerinnenseminar in Frankfurt a/Main war. Sie verliess die Schule aus Familien-und Gesundheitsrücksichten. Ihre Leistungen in der Theorie waren gut, teils geringer, ihre technischen Leistungen genügten zum Teil. Ihre praktische Arbeit war genügend.

Die Direktorin:

Ella Schwarz.