

MS

318

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

» recht gewandt »
=====

bezeichnet werden.

Miltenberg a. M., März 1927.

Institut U. L. Frau.



Edith Jalk 1927

Prüfung aus der Kurzschrift.

Julie Edlitz

geboren am 5. 7. 10. 11 hat sich als Schülerin der O. Klasse der
Höheren Mädchenschule
der Prüfung aus der Kurzschrift unterzogen und hierbei
im Lesen ungelürzter und gelürzter Schrift genügt,
im Rechtschreiben die Note 3,
im Schnell Schreiben bei einer Geschwindigkeit von 100 bis 120 Silben in der Minute die Note 2
sodass die Gesamtnote 2 erworben.

Da Er hat die Prüfung bestanden.

Mittelsburg, den 10. Juni 1911



Die Direktorin:

Maria Chollmanns Aufs.

Die Fachlehrerin für Kurzschrift:

Maria Minnemann Aufs.

Husky College
E. J. ...

THE EVENING SESSION

Credential Evaluation for:

Name Edith C. Jack Address 970 Park Avenue

ADMISSION UNITS

English	3	Mathematics	2 1/2	Other Subjects	
History	2	Sciences:		<u>Drawing</u> 1	
Languages:		<u>Biology</u> 1		<u>Music</u> 2	
<u>Fr. 3</u>		<u>Adv. Biology</u> 1		<u>Economics</u> 1/2	
<u>German 4</u>		<u>Physiology</u> 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.	
<p>You may obtain credit in Education only by taking written examinations in the courses.</p> <p>You may now call for the originals of your former credentials.</p>		

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

Total credits allowed 6 cr.

Date of evaluation 11-43

Agnes T. Condon
 Registrar 24.

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. Wretholm
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, com-
piling & 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 Nazi 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.-
Organizing of employee training
school program. Ascertaining of
training needs. - Liaison and
contact work with departments,
organizations and public.-
Interviewing, placing & guiding of
personnel.

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.

Responsibilities: 1943-1945 Joined the Office of Censorship:
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.

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

Marital Status: Single.

Age: 36.

Languages: German, French.

Experience: 1929-1943 Freelance W. for Union to Hinder...
1931-1932 Freelance contributor for...
1943-1945 joined the office of...
General administrative duties;
proof reading;
Reviewing & editing of reports;
Writing of special & common reports;
Section writing;
Gathering, compiling & evaluating of information;
Setting up of entire new section (Editorial...);
Interviewing & training of employees;
Evaluation of employees work performance.

Responsibilities: 1945-1948 transferred to...
occupied head in...
in February 1948:
General administrative duties;
and correspondence;
Writing, compiling, editing, proof reading;
Section writing;
Reviewing & editing of reports;
Writing of special & common reports;
Preparation of copy for...
specific...
Coordination, dissemination...
policies & procedures;
Contact & liaison work with departments, organizations
& public;
Organizing & setting up of...
Keeping of informational files, records...
material; subject matter filing...
supervision of personnel;
Preparation of job-analysis;
Interviewing, screening, placing, placing & evaluating
of employees;
Organizing & setting up of employee training program;
Preparation & delivery of...
Preparation of training material;
Setting up of training schedules;
Ascertainment of training needs.

Responsibilities:

July 1948 Freelance 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.

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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.

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.

Age: 36.

Languages: German.
French.

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 & inter-
pretation 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.
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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.

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.

Age: 36.

Languages: German.
French.



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 Oktober 1928 besucht

Betragen: *sehr gut*
Aufmerksamkeit: *gut*
Ordnung: *gut*

Leistungen:

1. Haushaltungskunde:

Nahrungsmitteltheorie: *sehr gut*
Kochen:
Hausarbeit:
Nadellarbeit: } a) Weissnähen: *gut*
 } b) Schneidern:
Gartenbau:

2. Gesundheitspflege und Erziehung:

Gesundheitslehre: *gut*
Säuglingskunde und Säuglingspflege: *gut*
Allgemeine Erziehungslehre: *sehr gut*
Kleinkind-Erziehungslehre: *sehr gut*
Beschäftigungsunterricht im Kindergarten: *gut*
Praktische Arbeit im Kindergarten: *gut*

3. Wirtschaftl. u. staatsbürgerl. Unterricht:

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

4. Allgemein bildende Fächer:

Religion: *gut*
Deutsch: *sehr gut*
Französisch: *sehr gut*
Englisch: *sehr gut*
Kunstgeschichte: *gut*
Musikgeschichte: *sehr gut*
Sport: *sehr gut*

Bemerkungen:

Frankfurt a. M., den 10^{ten} März 1928

Der Direktor:

Jr. Wiesen

Die Oberin:

Fr. Tilly Eppstein

Höhere Mädchenschule

der bism. Schulstift. v. H. L. St.
Mittenberg a. M.

Schuljahr 1923/24

Schlußzeugnis der Höheren Mädchenschule.

Falk Edith

Tochter des Königmanns Karl Falk
in Mittenberg a. M. B.-A. Mittenberg a. M.
geboren am 1. 4. 11 zu Mittenberg a. M. Bekenntnisses,
die seit 1. 1. 1921 die Höhere Mädchenschule der bism. Schulstiftung
in Mittenberg a. M. besucht, hat sich als Schülerin der VI. Klasse
am Schlusse des Schuljahrs 1923/24 der Schlußprüfung unterzogen und diese Prüfung bestanden.

Die Schülerin Edith Falk wird als tüchtige Schülerin
mit dem Zeugnis bestanden in der VI. Klasse
der Höheren Mädchenschule in Mittenberg a. M.

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

in der Religionslehre	ausgezeichnet
in der deutschen Sprache	ausgezeichnet
in der Geschichte	ausgezeichnet
in der Erdkunde	ausgezeichnet
im Rechnen	ausgezeichnet
in Natur- und Haushaltungskunde	ausgezeichnet
in Erziehungskunde	ausgezeichnet
im Zeichnen	ausgezeichnet
im Handarbeiten	ausgezeichnet
im Turnen	ausgezeichnet
im Singen	ausgezeichnet

Außerdem hat die Schülerin am Unterricht

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

Mitteilung, den 2. April 1907

Der Prüfungsleiter:



Der Anstaltsvorstand:

Marie Augustinowicz, Schulrätin

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 Lehr-
gangs für Kindergärtnerinnen, der sich auf die Frauenschule auf-
baute, im städt. Kindergärtnerinnenseminar in Frankfurt a/Main
war. Sie verliess die Schule aus Familien-und Gesundheitsrücksich-
ten. Ihre Leistungen in der Theorie waren gut, teils geringer,
ihre technischen Leistungen genügten zum Teil. Ihre praktische
Arbeit war genügend.

Die Direktorin:

Ella Schwarz