

AR5994 1/6

S48/6

Professional papers - non-governmental emp' - unsorted, 1931-1948

Civil Serv. Dept.
State of N.Y.
Mr. 8077 Bulletin
Director of Public
Employee Training.

Mr. 8022
Ass. Pers. Technician

8078 (Print)
Pers. Techn.

8080 Senior Pers.
Techn.

8081 (Print)
Technician

Hulse 370 Cent. P. W. Riq-1233

Miss Edith Falk - 16 West 77 Street - New York City

Medical Examination

Doctors - Fellow-Exes or

2

Johanna Hirsch ¹⁹⁴³ 1877

October 28, 1877 - 662

Address of Rudi ~~Schlosser~~ - 5 - Reetz - ^{Jack}

Associate in work

Ameliese Friedsam

118-40 Metropolitan Ave

Kew Gardens, L. I.

Vi 7-3792

Present Address?

Flora Levi

5401 Harper Ave

Chicago, Ill.

2

Neighbors at 16 W 77 St.

Em 2-9119 Mrs. Kapp - ^{Kalifornien - Em 2} and Mrs. H. H. Arntson - ^{Vi 7-2833}

References:
write or phone for permission
to use names

K. Schreibstein 547W-157 St.
C. Ortega 3135 Sedgwick Ave Ki3-4238
~~Roy Cohen~~

Relatives of Mr. or Mrs. S.?
Hattie S. Loewenstein
Elsa Jacob 600W-162 St.
Margot Platt WA 8-1439
~~Elsa Kramer~~

Kormis 250 East 54 St. 224 152
Tito Sartori 25-14 22nd St Arc
C. Haib 154 95 St. - Ki 7-1555
B. Schloss 105 East 72 St. WA 3-7257
Greta Schickenberg WA 3-0911

Neighbors at 970 Park Ave

Levi ?
Mary ?
Hattie ?
Ben ?

Mrs. Sam J. Rosenthal
211 Cent. P. W. TR 7-2996

Phone 23 St. East
" 23 St. West 4-5000/1130
Mrs. ...
57,045

Mrs. ...
141 Fifth Ave New York
TR 9-8172
WA 3-1004

117 11th St
15th St
17th St

141 Fifth St
N. Y. C.

7th St
Caroline Pitaga

~~11th St~~

~~11th St~~

~~11th St~~

Mrs. Leon
11th St
11th St

Mrs. Kirstlin.

8

Fack, Edith No: 10791

is a translator of the following languages
or dialects:

German
Polish
Yiddish
Winnipeg

Director of Training

Form 854

November 15, 1948.

Our overseas GIFT-PARCEL-SERVICE
is unaffected by the strike.

Your parcels are already in Europe,
just let us know to whom we should have
them sent.

Write us or telephone TR 9 - 1084.

FALCONA SALES CO.
935 Madison Ave,
New York 21 - NY



THIS SIDE OF CARD IS FOR ADDRESS

Written June 29, 1948
Amalfi Personnel Agency, 15E-40St. E2-6371
Personnel Service Agency, 27William St. 4A2-37

Written July 20, 1948
Walter Lowen, 420 Lexington Ave. MU9-2680
Mary Zales, 152W-42St. CH3-6046
Castle Hill, 2West43St. PEG-0169
Dorothy E. Halperin, 152W-42St. L83-5892
Jean Fields, 475Fifth Ave. MU7-3240
Executive Service Corp. 19W-44St. MU2-401.
June Hall, 7E-42St. VAE-1291

Written July 21, 1948
Mrs. E.E. Brooke, 41E-42St. MU2-2327.

Am. Heron Camp - Watering
+ W - 46 200
BR 1-6841)

2100 - 2000 - 1000
1000 - 2000 - 1000

Annual - 1000
80 - 40 - 20 - 10
1000 - 2000 - 1000

1000 - 2000 - 1000
1000 - 2000 - 1000

1000 - 3000

Handwritten text at the top of the page, possibly a title or header.

Handwritten text in the upper middle section of the page.

Handwritten text in the middle section of the page.

Handwritten text at the bottom of the page, possibly a signature or footer.

Radio Magazine

Karl's Radio
23 West Broadway
New York City
PHONE 2-9696

Chris H. Johnson
517 5 Ave
New York 2-1132
New York

JOB ENROLLMENT CARD

Name Edith C. FALK Age 36

Address 935 Madison Avenue Phone TR 9-1084 (Home)
↓
(Business)

Present Job Direct Mail Salary Range _____

Years in Business _____ Job Wanted _____

JOB RECORD

Company	Address	Business	Position	Salary	Date
1. <u>FALCONA SALES CO.</u>	<u>935 Madison Avenue N.Y.C.</u>	<u>Mail-Order</u>	<u>Copy-Letters Mailing Lists</u>	<u>\$ 300.-</u>	<u>3/1/48</u> <u>Present Date.</u>
2. _____	_____	<u>Telecomm. Supervision.</u>	<u>editorial, Writ. of Bulletins etc. Personnel Work.</u>	<u>\$ 450.-</u>	<u>7/23/45 -</u> <u>2/12/48</u>
3. _____	_____	_____	<u>editorial writ. of inf. Writ. of Reports Personnel Work</u>	<u>\$ 150.-</u>	<u>9/7/43</u> <u>4/23/45</u>

EDUCATION

College C.C.N.Y. Ext. courses Degree _____ Major _____

High School Yes Diploma Kindergarten Teacher.

Other Bus. School
Women's School of
Social Sciences
Kindergarten College
Adv. + Sell. course
(adv. club of N.Y.)

Kinderpension Esther Esselsohn

Berlin-Zehlendorf-West

Forststrasse 21 Tel.H4 42/52

Fräulein Edith Falk war vom 1. Juli 1930 bis 1. August 1931 in meiner Kinderpension als Erzieherin tätig. Im Laufe dieser Zeit hatte Fräulein Falk die Erziehung der Kinder, gestützt auf pädagogische Kenntnisse und Fähigkeiten, in Händen. Sie verstand es in besonderem Masse auf die Individualität jedes Einzelnen einzugehen und hat sich dadurch die Liebe und Freundschaft aller Kinder erworben. Bei den Schularbeiten, Handarbeiten, Spielen u. s. w. war Fräulein Falk eine verständige Helferin. Auch die Körperpflege hat Fräulein Falk mit viel Liebe und Gewissenhaftigkeit ausgeführt.

Wegen der schlechten wirtschaftlichen Lage verlässt Fräulein Falk zu meinem grössten Bedauern meine Kinderpension. Ich wünsche Fräulein Falk auf Ihrem ferneren Lebenswege auch weiter die besten Erfolge in Ihrer fruchtbaren erzieherischen Tätigkeit.

gez. Esther Esselsohn.

Berlin - Zehlendorf - West, den 1. August 1931.

~~Page 19~~
~~etc~~

N.Y. City Dept. of
Commerce
Surveys + Analysis
of Port Conditions
in the District

Research
Public Relations
Division
at Public Library

Market Research

Personal: Educ. Age, MA Str.

Hull: 35 Broadman
(1111) 1111
Beck: 3-0991

McKay: 31 Rockville
Pr 5-3487 Kanga

Stew: 64-4881
446

EXECUTIVE SERVICE CORPORATION AGENCY
A COMPREHENSIVE DISCRIMINATING PERSONNEL SERVICE

BERKELEY BUILDING
19 WEST 44TH STREET

TELEPHONE · MURRAY HILL 2-4000

NEW YORK 18, N.Y.

W. GAIL CAMP
PRESIDENT
MICHAEL GALLIHA
VICE-PRESIDENT

July 21, 1948

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

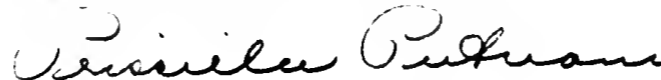
Dear Miss Falk:

I have your letter of July 20th together with resume enclosed. I suggest that you come in for an interview at your earliest convenience.

For sometime there has been very little moving in administrative positions for women. However, we will be most happy to talk with you in the hope that something will turn up in the near future.

Very truly yours,

EXECUTIVE SERVICE CORPORATION



Priscilla Putnam, Placement Manager
Women's Commercial Division

PP:AP

OUR 29TH YEAR
OF SERVICE

Mary E. Zales PERSONNEL AGENCY

100 EAST 4TH STREET, SUITE 200, DENVER, COLORADO 80202

July 12, 1988

Mr. [Name],
[Address]
[City, State, Zip]

Dear Mr. [Name]:

I am writing to you regarding the position of [Job Title] at [Company Name]. We are currently seeking individuals who are [Requirements]. If you are interested, please send me your resume and a copy of your [Documents].

I would like to discuss your qualifications and how they relate to the position. Please contact me at [Phone Number] or [Address].

Thank you for your interest in our agency. We look forward to hearing from you.

Very truly yours,

MARY E. ZALES, PERSONNEL AGENCY

Mary Zales

I hereby swear that I have made
the translations of my European
school credentials to the best of
my knowledge and that I have
~~made every effort~~ ^{made every effort} to be as accurate as possible.

Explanatory Note:

Prior to entering the High School
for Girls in 1921

I attended a 4 Year primary course
at the elementary school at
Miltenberg on the Main.

I entered the elementary school
in 1917 (1917)

High School for Girls
School of the Poor School Nuns of Our Lady
Milttenberg on the Main. School Year 1926/27

Graduation Certificate of the High School for Girls.

Falk Edith

Daughter of the Merchant Karl Falk at Milttenberg
on the Main, District Milttenberg on the Main,
born on July 5, 1911 at Milttenberg on the Main,
of semitic faith, attending since May 3rd 1921
the High School for Girls of the Order of the Poor
School Nuns of our Lady at Milttenberg on the Main,
has undergone the final School Examination
as a student of the 6th. Grade at the close of
the School Year 1926/27 and passed the
examination.

The student worked with commendable
diligence during her training and distinguished
herself always by her eminent, tactful conduct.
The Record of the Student was according to the
final examination and during examens given
throughout the Year as follows:

in Religion -- excellent
in German -- satisfactory
in History -- satisfactory
in Geography -- satisfactory
in Arithmetic -- satisfactory
in Natur. & Social Sciences -- commendable
in Pedagogy - ~~commendable~~ satisfactory
in Art Drawing - commendable
in Needle Work - satisfactory
in Gymnastics - satisfactory
in Singing - commendable.

The student took also part in the following
Instructions with success
in English - satisfactory
in Stenography - commendable
in Bookkeeping & Typing - commendable.

Miltenberg on the Main
April 5, 1927

The Directrice
(signed) Mar. Apollinari Posch
Also Examiner.

Women's School of the Philanthropins at
Frankfurt on the Main.

Public Secondary School.

Final School Report
concerning the attendance of the Philanthropins
for Edith Falk.

She visited the Women's School from
Easter 1927 till Easter 1928

Conduct - very good

Attention - very good

Orderliness - good

Record

1. Domestic Sciences:

Nutrition: satisfactory

Cooking: good

Housework: good

Needlework
a) Plain Needlework: good
b) Dressmaking: good

Gardening: good

2. Hygiene & Pedagogics:

Hygiene: good

Infant theory & infant care: good

General Pedagogics: satisfactory

Small Child Pedagogics: satisfactory

Handicraft lesson in Kindergarten: good

Practical work in Kindergarten: good

3. Economic & Utilization studies:

Economic Utilization: good

Bookkeeping: good

Money matters: good

Tipping: good

Travel, Postcards, etc.: good

History of Utilization: good

Utilization in Kindergarten: satisfactory

Utilization in Utilization: satisfactory

Record:

4. General instructive Courses:

Religion: Good

German: Satisfactory

English: Satisfactory

History of Art: Good

History of Music: Good

G. A. L.: Satisfactory

Frankfurt on the Main

March 31, 1930

The Director:

(signed) Dr. Drissen.

The Director:

(signed) Dr. Drissen.

Municipal Kindergarten Seminar
Unterweg 4

Frankfurt on the Main
April 8, 1931

Certificate.

Hereby we certify that Miss. Edith Falk
born July 5, 1911 at Miltenberg on the Main
has attended from Easter 1928 till shortly
before Easter 1929 the at that time 1 year
study course for Kindergarten Teachers at
the municipal Kindergarten Seminar at
Frankfurt on the Main which followed
the course of the Women's School.

She left the school because of family
& Health Considerations.

Her efforts in theory were good, partly
less good, her technical efforts
satisfied partly. Her practical work
was satisfactory.

The Directrices:

(signed) Ella Schwarz.

Marketing Service Station
U.S. Dept. of Commerce
"Directory of Manufacturers
with Addresses"

How To Sell to Manufacturers
List
"Directory of Manufacturers
with Addresses"

"How To Sell By Mail"
by Earl R. Smalley
McGraw-Hill Book Co.
1938

The Reports of Direct
Mail Selling
pub. Monthly by
Henry Hoke
17 E - 42 St.
N. Y. C.

Consumer Research Report
No. 3606
General Motors
Detroit

'Advertising Age'

Nov. 2 / Page 61

Advertisement, 1940

Export Trust
compiled by the Social Research
Foundation
(1940)

Trust Administration
654-1-L

by [unclear] Co. Inc.
659-1-C (Harper Bros.)
659-1-D 371-42M. 658-8-P. 658-85

Direct Mail Address Sampling
(Signed: Frank + Walter)
R. A. Harper, Nov. 2, 1940

How to Make Money
by Mail. (C. Rice)
Howard St., Melrose 26 E. Mass.

Application filed Jan. 27, 1943
Language Examination Feb. 10, 1943
Final Papers turned in March 8, 1943
Miss Edith Falk - 16 West 77 Street - New York City

Personal History Statement.

Karl Falk
March 30, 1883

E. C. F.
5ft. 6in.
145lb.

Johanna Hirsch
October 28, 1877

Typing 30
words per minute

Arrived July 16, 1935

Naturalized July 17, 1941 at
Southern District of N. Y.

Certificate No. 4969652

Edith Carrie Mathilde Falk

Attended Grammar School
from May 1917 - May 1921

High School from May 1921 - April 1927

Other Schools

Women's School of Social Sciences
or Finishing School

Courses: Economics - Social Sciences
Political Economy - Hygiene, Languages -
History of Art & Music

Kindergarten Seminar
Psychology - Practice & Theory
of Kindergarten Work - History
of Education

Both Schools attended from
Easter 1927 - Easter 1929
Residences after leaving
School

Berlin from July 1930 - Nov. 1932
Children's Home Dr. J. Steinberg
& 1 Behlendorf ~~Forststrasse~~ Forststr. 21

Miltenberg Father's Home.
Nov. 1932 - July 1933

Le Havre July 1933 - July 1935
Tutor & Doctor's Assistant
Dr. A. Corcheron 9 Rue Gambetta
Sanvic - Le Havre. 8^{me} Infre

New York July 1935 - Sept. 1935
Cousin S. Albert 760 Grand Concourse

New York. Sept. 1935 - Sept. 1936
H. R. Bretter 118 Brite Ave - Scarsdale
17 1400 Broadway

N. Y. Oct. 1936
B. M. Gruenstein → 16 W 77 St → Oct. 1942
Oct. 1942 - 970 Park Ave

Complete physical & educational supervision
of 2 girls, all responsibilities relating
to emotional adjustment & welfare.
organization of recreational activities -
teaching of kindergarten work - music -
sports - assisting in school home work.

Associate Worker at B. M. Es: Mrs. A. Korner
80-15 Greenfell Ave
Kew Gardens, L. I.

Associate Worker at H. R. Bretter: Dr. Bernard Lenged
21 W 89 St.
New York City.
NSc 4-3757

Tutor & Doctor's Assistant - Tutoring
of 2 Boys in German - supervision
of Sports, assisting at Doctor's office

Medical Examination made by
Dr. Walter Heinemann 680 West End Ave
Ri 9-5141 - 9827

Nursing of 16 month old Baby Boy incl.
physical welfare & organization of
Play activities

Prefers to work
Research - Censorship - Organizational
Newspaper - Propaganda - Relief

Brother Rudolf Falk
Berlin - Beelitz Stadt - Schlageterstr. 5
as Member of Semitic Race
excluded from German
Citizenship.

Residence at present unknown.
Afflicted with infantile paralysis
incapacitated to a considerable
extent, when last heard from
occupation - Student

Neighbors at 16 W 77 St. Mrs. H. A. Arnstam
March 1938 to " 16 W 77 St. Mrs. M. E. Kapp
October 1942
October 1942 " 970 Park Ave Miss Mary Bond
Present time " 970 Park Ave Miss C. Ortega

References: Elae Jacob 600 W 162 St. c/o Bratt N.Y.C.
Mrs. Leon J. Rosenthal 211 Central Park West N.Y.
Mrs. Regina Schiff 760 Grand Concourse Br.
Mrs. Wilfred Nettles 1534 Selwyn Ave Bronx
Dr. F. Schlesinger 3022 79 St. New York.

Dr. Oscar Schloss 125 East 72 Street
Miss Flora Levy 5401 Harper Ave Chicago Ill

STATE OF NEW YORK
Department of Commerce
112 State Street
Albany, New York

FALCONA SALES CO.
935 MADISON AVENUE
NEW YORK 21, N. Y.

Small Business Supplement

No. 19 Mail Order Business

This supplement is an addition to more general information developed in the New York State small business program. The program includes publications in the fields of management aid and business statistics and cooperation with local groups of businessmen in providing advice and counsel on starting or operating small businesses. This supplement is for use in conjunction with other publications and services.

Investment---The most important requirement for a mail order business is a readily marketable, unusual product or service. Most products sold successfully by mail are in the \$1 to \$5 price range. The initial investment may be only large enough to pay for an advertisement and a small stock of the article that is to be sold. The sales method may be through advertising in current publications, the type depending on the product or service, or through direct mail solicitation. In either case it is wise to proceed slowly, testing results at each step.

Mailing lists may cost anywhere from \$3 to \$50 per thousand names, depending on how selective they are. At the start the business may be conducted in one's own home on spare time, with very small overhead costs. A postoffice box can be used for a mailing address, although an office building address may help to inspire confidence of prospective customers. One man built up a successful mail order business on borrowed capital of \$50. Others spend thousands for full page advertisements in popular periodicals with nation-wide circulation.

Sales Volume---If the product is new, sales prospects at the beginning will obviously be uncertain. It is probable that many more mail order ventures fail than succeed. The business, however, if successful may increase rapidly, and profits may be used to increase the amount of advertising. Many mail order businesses have annual sales running into thousands of dollars. One woman sells six to eight thousand dollars of gift items during the Christmas season alone. The chief characteristics of a product that will sell by mail are exclusiveness, novelty, or low price. Care must be taken not to violate postal and other laws, regulations and practices enforced by the Post Office Department, Federal Trade Commission, and Pure Food and Drug Administration. In addition, it is highly desirable to be familiar with the laws and regulations of the states into which the product is shipped as well as with practices enforced by Better Business Bureaus. It is better to be informed before one starts, than to be faced with an abrupt curtailment of the business after spending much time and money to develop it.

Qualifications---Imagination is the most important qualification required. The ability to recognize a need or market for a product, to find or develop a product to meet that need, and to originate effective selling methods is the chief essential.

Competition---If the product will sell by mail successfully, the chief competition will be from some similar product. Your ability to meet competition will depend on the appeal of your advertisement or letter, the selection of the proper medium to reach the people who need your product or service, or the number of potential customers included in the mailing list. Beginners are advised to employ the services of an experienced mail order advertising man or agency.

Operations---The main expenses are for advertising and shipping. The cost of the product should be not over 20% of the selling price, or 40¢, for example, for a product selling for \$2. You may spend as much as \$4 per item on advertising at the start to sell a \$2 product, but as sales increase the advertising cost will be spread over more and more items and the cost per item reduced. It is important to keep records of results of advertising and marketing methods employed. Use some method of keying to find out which publication, advertisement, or circular is the most profitable. Be sure the mailing list is a good one, so that your percentage of replies will be at least 2%. Much mailing of letters and circulars is wasteful because poor mailing lists are used.

Direct mail methods of advertising may vary in their cost and form from a mimeographed postcard to an expensive catalogue. Advertising in publications may vary from a short classified ad to a full page multi-color spread. Between these extremes is the type of selling warranted by the product and the resources of the business. The publication in which advertising is placed or the type of mailing list used depends upon the type of people to whom you wish to appeal as respective customers. Advertisements in "quality" magazines are likely to be seen largely by people of medium or high incomes; in certain "pulp" by those with lower incomes. Some publications, such as those in photography or radio, are seen by people with special interests. If the product is designed to appeal to these interests, advertising in such publications may be more effective than in those of more general circulation.

Sources of Information---Among the sources of information that may be useful are the following:

"A Small Business of Your Own" by Harold S. Kahn, Knickerbocker Publishing Company, 120 Greenwich, New York, New York (\$1.00)

"How to Sell by Mail" by Earle Buckley, McGraw-Hill Publishing Company, Inc., 330 West 42nd Street, New York, New York

"Direct Mail Advertising & Selling" by Frank Eymor and Walter Roche; Warner & Brothers, 49 East 33rd Street, New York, New York

"Successful Mail Selling" by Harold P. Preston, Ronald Press Company, 15 East 26th Street, New York, New York (\$3.00)

"Advertising & Selling" Robbins Publishing Company, 9 East 38th Street, New York, New York (monthly) (\$3.00)

"Mail Order Journal" J.C. Glatner, 512 Fifth Avenue, New York (bi-monthly) (\$2.00)

"Printer's Ink" Printer's Ink Publishing Company, Inc., 205 East 42nd Street, New York, New York (weekly) (\$4.00)

"Reporter of Direct Mail Advertising" Henry Hoke (Ed. & Pub.), 17 East 42nd Street, New York, New York (monthly) (\$3.00)

March, 1946

"Time"

Advertising Age

FALCONA SALES CO.
935 MADISON AVENUE
NEW YORK 21, N. Y.

Nov. 8/48

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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 Decinal 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.
1927-1928 Women's School of Social Sciences.
1928-1929 Kindergarten College.
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Proof reading;
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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.
1945-1946 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.
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Languages: German, French.

Experience: 1929-1943 exercised my profession as Kindergarten Teacher.
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Gathering, compiling & evaluating of information;
Setting up of new section; (Editorial Department)
Interviewing & training of employees;
Evaluation of employees work performance.
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Contact & liaison work with departments, organizations and public;
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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.

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

Marital Status: Single.

Age: 36.

Languages: German, French.

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, Advertising Club of New York.

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;
revising & editing of reports;
writing of special recurrent reports;
section writing;
interviewing, compiling & evaluation of information;
setting up of 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: 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 file folders;
keeping of informational files, reference & library material,
subject matter filing; (Dewey Decimal System)
supervision of personnel;
preparation of job-analysis;
interviewing, screening, hiring, firing, & reassignment
of employees;
organizing & setting up of employee training courses;
preparation & delivery of lectures;
preparation of training material;
setting up of training schedules;
ascertaining of training needs;
organizing of refresher courses.

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.
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.