

The original documents are located in Box 53, folder “1975/11/03 - Christy Sullivan” of the James M. Cannon Files at the Gerald R. Ford Presidential Library.

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MEETING WITH CHRISTY SULLIVAN
Monday, November 3, 1975
3:00 p.m.

~~Thurs~~
~~10/30~~
Mon
3:00

September 30, 1975

Mr. Cannon:

Shall I set up appointment for you to interview
Christy Sullivan?

YES
 NO

j
Not -
over-qualified for a secretary
under-qualified (no shorthand) for a stenographer

312 Severn Avenue
Apt. # 408-W
Annapolis, Maryland 21401

(301) 263-8126

September 17, 1975

Mr. James M. Cannon
The White House
Washington, D. C.

Dear Mr. Cannon:

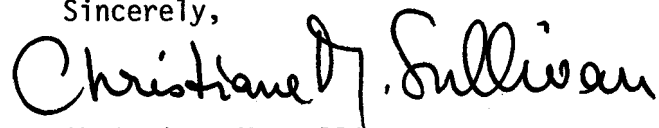
Allow me to introduce myself. I am a friend of Cindy Dawson. After talking to you about me a few weeks ago, she suggested I write to you and send you the enclosed resume.

Although I am presently employed with a fine company, I feel that I would like to find a position that would be more rewarding and challenging to me (pardon the cliche). My educational background, my language proficiency, and my office management skills are a combination that I would like to be able to use. I am a hard worker and enjoy being involved in my work. Unfortunately I feel that my abilities are presently not being used to their fullest extent.

Cindy has told me what a busy man you are, so I doubly appreciate the interest you are taking in my situation. I thank you in advance. Should you want to reach me, please do not hesitate to call me at your convenience.

Again, thank you.

Sincerely,



Christiane M. Sullivan

Enclosure.

Christiane M. Sullivan
312 Severn Avenue
Apt. 408-W
Annapolis, Maryland 21401
(301) 263-8126

*type 90
no shorthand*

EMPLOYMENT HISTORY

1975 January to Present Handling Equipment Sales Company, Inc.
Landover, Maryland
Manufacturers' representatives in
material handling.
Position: Office Manager. Promoted from
Secretary of Purchasing Department

1972 July to 1974 June Honeywell, Inc., Test Instruments Division,
Annapolis, Maryland
Position: Administrative Assistant at
Siemens Corporation Liaison Office
(American Div. of Siemens Aktiengesell-
schaft) for the VW-Computer-Diagnosis
Systems in the United States. On
long-term loan from Honeywell, Inc.
to Siemens Corporation.

1971 Sept. to 1972 Febr. Systech Corporation, Annapolis, Maryland.
Electronic engineers involved in planning
security for state and city police departments.
Position: Secretary - Girl Friday.

1969 Sept. to 1970 Sept. American National Red Cross, Washington, D. C.
Position: Recreational Aide in Vietnam.

1965 Sept. to 1969 Sept. American Association for the Advancement
and of Science, Washington, D. C.
1971 May to 1971 Sept. Private, non-profit science organization.
Position: Assistant to the Editor of Science
Books, A Quarterly Review and
Assistant to the Director of
Bibliographies. Promoted from
Editorial Assistant.

GENERAL DATA

PERSONAL 30 years of age, 5'1", 104 lbs. Good health,
single.

EDUCATION B.S. in German, Georgetown University, 1965.

LANGUAGES German, French, Spanish - speak, read, and
write all three fluently.

INTERESTS Sports (swimming, sailing, skiing); reading,
hand crafts.



EXPERIENCE

MANAGERIAL

- Manage and coordinate all aspects of the office.
- Handle statistical material.
- Coordinate work flow with other companies
- Deal with overseas contacts
- Contract administrator

PUBLIC RELATIONS

- Exhibitor for books and magazines at national conventions (educational) throughout the United States
- Visited and counseled U.S. military troops in Vietnam.
- Organized recreational activities.

EDITORIAL

- Edited book reviews
- Worked on magazine layout
- Proofread manuscripts

TRANSLATOR

- German-English translation of correspondence and general non-technical material. (The same applies for French and to a lesser degree Spanish)
- Interpreted at meetings (German)



Pat - Candidate for a job

Christy
CHRISTY Sullivan
SULLIVAN

Wm need

in resume

call -

of language Frank
Gowan
Spears

90 W.P.M.

Open articles

