

72 Telephone Road
New York, NY 10000
555.555.1234
lilly@yahoo.com

PROFILE

SUMMARY OF QUALIFICATIONS

PROFESSIONAL EXPERIENCE

EDUCATION

LILLY THOMLIN

ADMINISTRATIVE ASSISTANT

Dedicated, customer-focused administrative professional offering significant experience in self-directed positions requiring effective support, secretarial, and administrative abilities. Proven interpersonal, communications and multi-tasking skills. Adaptable team player recognized for willingness to learn and teach newly acquired skills.

- **Demonstrated administrative expertise** in supply purchasing, processing of journal subscriptions and organizational membership fees, file management and storage, phone and personal reception, equipment repair coordination and maintenance of corporate account statements.
- **Provided support to VP and several directors** by conducting calendar management, meeting coordination, travel arrangements, scheduling for internal and external staff training, mail processing, attendance and vacation schedule management, correspondence, and client interface.
- **Performed secretarial functions** including preparing AS/400 attendance reports, expense reports, spreadsheets, PowerPoint presentations, correspondence, and Rule Findings.
- **Possess technical proficiency** in operating multiline phone systems, copiers, printers, fax machines, computers, and software including MS Office Suite, Lotus Notes, and WordPerfect.

THE DEPOSITORY TRUST, New York, NY

1979 – 2003

Administrative Assistant to VP of Planning and Technology (2002 – 2003)

- Improved system access request process 90% by creating employee profile templates listing employee titles, grades, and coordinating access levels; facilitated efficient access termination, and new access confirmation.
- Served as Profile Coordinator requesting systems access, telephone equipment, departmental relocations, and remote access.
- Assisted in Disaster Recovery project for Risk Management by updating and distributing document.

Administrative Assistant to Director of Compliance (1995 – 2002)

- Updated compliance procedures, documented any changes made, and sent changes to print shop for processing.
- Acted as Profile Coordinator to process requests for new hires, transfers, temporary employees, and summer interns.

Previous positions include Administrative Assistant to various managers in Reconciliation Department, and various operational positions.

LEHMAN COLLEGE, Bronx, NY

Certification Program in Medical Administrative Assisting, Billing and Coding, and Recording, Circa Summer 2004

THE DEPOSITORY TRUST AND CLEARING CORP., New York, NY
Secretarial Training

BOROUGH OF MANHATTAN COMMUNITY COLLEGE, New York, NY
Executive Secretary Associate's Degree Program

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Linda J. Gaylor



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Resumes For Dummies Joyce Lain Kennedy, 2007-02-26 Is your job search stalling out after you submit a resume but before you're offered an interview? With reinvented recruiting technology, unmanageable millions of resumes choking employer databases, and government mandates in the name of diversity, a gigantic change has occurred in the recruiting world over the past several years, and it demands a fresh look at how you write and market your resumes. Whether you're entering the job market for the first time, changing jobs, or changing careers, *Resumes for Dummies* 5th Edition will show you the ropes and rules for a new era in recruiting and job finding. With 85% new content added since the previous edition, this up-to-date guide gives you the very latest strategies on how to create and, more importantly, distribute your resume in today's new job search environment. You'll learn why most generic online resumes fail, how to customize resumes for each job opening, new quick ways to find the right jobs, how to use meta search engines to your advantage, why both digital and print versions of resumes are still needed, how to use resumes interactively, the resume basics that still knock 'em dead, how to create resumes for your life's changing phases, what to do after you send them your resume. With a wealth of sample resumes organized by industry and career field, experience level and age, and special circumstances, along with tips on choosing professional resume help and other valuable resources, *Resumes for Dummies* 5th Edition will help you get noticed in a universe saturated with billions of resumes and more on the way.

Building the Looking-Glass Resume

Larry Goldsmith, 2014-01-10 *Building the Looking Glass Resume* is a resume solutions book that shows you how to create the reflection of your job skills that can help you win the prized invitation to a job interview. The book features the Jaazle Resume Template and Tutorial to guide you through the resume building process so you can quickly and confidently create a professional looking resume with powerful contents. *Building the Looking Glass Resume* is for all job seekers from entry level to senior executives or those in career transition. The book includes solutions to the most difficult resume concerns, questions, and technical issues.

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The Administrative Dental Assistant - E-Book Linda J. Gaylor, 2023-11-17 Gain the

knowledge and skills you need to manage a modern dental practice The Administrative Dental Assistant 6th Edition explains how to perform key office tasks such as patient scheduling inventory control basic bookkeeping and records management Not only does the book guide you through day to day office functions but it helps you master problem solving skills and learn communication tools and skills as you become an effective member of the healthcare team Written by respected Dental Assisting educator Linda J Gaylor this practical guide also includes online exercises and downloadable Dentrix practice management software for plenty of realistic hands on practice Comprehensive coverage and a clear concise organization make it easier to understand how to organize and operate today s dental office Procedures boxes provide step by step instructions on a wide variety of dental office duties Anatomy of illustrations help to describe common office functions computerized forms and dental office equipment Patient Records provide examples of electronic and paper forms with an explanation of how to use and fill out the forms What Would You Do Food for Thought and HIPAA boxes highlight key information and help you to apply what you have learned and to develop critical thinking and problem solving skills Career Ready Practices activities at the end of each chapter provide assignments allowing you to practice the specific skills needed in today s dental office NEW Content addresses managing a dental office during national and worldwide public health emergencies such as the COVID 19 pandemic and includes updated information on digital office systems NEW Enhanced coverage of bookkeeping and financial problem solving skills is added NEW Updated Dentrix Learning Edition based on Dentrix G7 3 provides experience working with practice management software to prepare for externships and may be downloaded from the Evolve website NEW Updated computer assignments on Evolve correlate with the new Dentrix Learning Edition providing realistic on the job practice

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[So Good Resume Can't Ignore You](#) Gyan Shankar, 2025-02-04 Want to craft a r sum that gets noticed and lands interviews This expert guide written by a former Corporate HR Head faculty member and seasoned consultant with an MBA from West Virginia reveals the secrets to making

your resume stand out in a competitive job market With seven power packed chapters this book covers How to construct a winning resume Common mistakes to avoid Formatting a professional ATS friendly PDF resume Showcasing skills effectively Different resume types and when to use them Writing compelling cover letters Sample resumes and cover letters for real world success Whether you're a job seeker career changer or fresh graduate this book equips you with the strategies to create a resume that hiring managers can't ignore

Career Essentials: The Resume Dale Mayer, 2011-04-15 In our current economic conditions job hunters are struggling to attain the perfect job The Internet has made job hunting easier but has made getting the job actually harder It's so easy to apply for jobs today that employers are overwhelmed often receiving thousands of applications per job opening Somehow you have to make sure your application rises to the top of this pile How Through your resume it's the single most powerful marketing tool you have to showcase your skills and accomplishments That's what this book is all about It shows you how to create the best resume for you and the job you are applying for There are chapters on the different resume formats and how to choose the appropriate one for your situation There's a chapter showing you what belongs in each section of the resume and there's even a chapter on how to showcase your skills in the most powerful way There is a section on mistakes to avoid and tips for dealing with any problematic areas Underqualified Overqualified Each of these issues and many more are addressed in this book as is a rarely discussed security issue from posting your resume all over the Internet There is also a chapter on the power of words that will help you to maximize your writing to make your resume the most powerful selling tool possible Even better all this information is presented in a straightforward style that makes this book easy to read and the instructions even easier to follow Isn't it time you seek out the next step in your life This book has been recently revised and released on April 18 2012

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The Ministry of Administrative Assistants Sue Thompson, 2008 This ministry guide has been written to provide information about how to provide support ministry to the people with whom you work. This guide is also for people who work in many different ministry settings: a church or denominational administrative office, a small or medium size church, a parachurch or missions-focused organization, and large churches. It will assist them with how they look at their ministry and the level of support that is needed for their particular setting. A call to ministry is an important thing to understand for an administrative assistant; your heart and the way you deal with people and tasks are different if you understand your position as a call to ministry rather than a job for a paycheck. If you understand that you represent not just your pastor and your church but Christ to every person who calls, stops by e-mails, etc., you approach your tasks and people differently. Working as the assistant to a pastor or any person in ministry, you have to approach your tasks with an understanding of who you are serving and you are serving Christ and his people. The position of Administrative Assistant is a vital part of the overall ministry of your church and the congregation. You are the gatekeeper, bridge builder, keeper of the information, soother of wounded feelings, and the deliverer of unwanted news. You are the person who has your finger on the pulse of your congregation and your community. You are the person people will come to for answers. You will handle thousands of details related to dozens of different projects and commitments for your pastor. You will help make your pastor's ministry seamless. While all of these descriptions may make your head spin, this is a part of the ministry of being an assistant. You can look at each day as a challenge or an adventure. If you understand your job as a ministry and understand your call to this ministry, you are ready for a great adventure. Begin each day with a prayer for wisdom and strength, surrender your mind and will to God, and prepare yourself to work with the heart of a servant. As Christ walks alongside you in your daily life, you will learn to walk along side your pastor and to be a partner in their ministry.

Before and After Resumes with CD Tracy Burns-Martin, 2012-02-18 Book addresses various problems such as short or temporary work history, frequent job changing, no clear career path, former small business owner.

etc **Handbook of Geriatric Care Management** Cathy Jo Cress,2015-10-26 Handbook of Geriatric Care Management Fourth Edition is a comprehensive and practical guide for care managers that addresses the multiple needs of aging adults and their families An ideal teaching tool it guides students and professionals along the journey of becoming a successful care manager New to this edition are two new chapters on working with older veterans and helping clients with depression Completely updated and revised the Fourth Edition provides updated ethics and standards a focus on credentialing and certification numerous case studies sample forms and letters and tips for building and growing a care manager business

The Resume Writing Kit Oreste J. D'Aversa,2005 Step by Step system to write a effective Resume for today s economy

Sure Success in Interviews Jayant Neogy,2002-12-06 An interview is a necessary component after a written examination During an interview an effective presentation can always tilt the balance in your favour To make you a winner this book brings you many sure shot tips and topics never offered before by any contemporary book *The Resume Makeover* Jeffrey G. Allen,2002-03-14 The Resume Makeover Second Edition The first and only interactive resume guide from the nation s leading job search expert In today s tumultuous job market a lackluster resume isn t even worth the cost of a stamp or the click of a mouse Make your resume shine with the help of the one on one guidance found in The Resume Makeover Written by bestselling career author Jeffrey Allen this updated how to manual is loaded with insider tips and step by step guidelines on how to create attention grabbing high profile resumes guaranteed to get you the interviews you desire Once your resume is written simply send it to the address listed in the book and in just one week s time your resume will be returned to you with a point by point critique and a detailed list of expert recommendations on how to make it even better You also receive Before and after examples from a wide array of fields that reveal the do s and don ts of writing effective resumes New information on techniques for Internet transmittal of resumes Special chapters on successful cover letters and follow up letters The best typefaces and types of paper to use for different markets A new list of the most popular Internet resume posting services their addresses and focus Get more interviews and land the job of your dreams with the surefire tips found in The Resume Makeover Bulletin ,1969 **Cover Letters & Resumes How to make to likes of hiring managers** Gyan Shankar,2023-04-13 This guide book offers a new approach and well marked path to the construction an effective cover letter and r sum and lists steps to take to ensure that your profile is reviewed by both hiring managers and decision makers Reading this compact volume is like getting inside the mind of a hiring manager About Cover Letter in addition to guiding how to construct a winning cover letter provides a number of sample cover letters for freshers to experienced persons for different jobs On resume it covers preparing to write your resume types of resumes how to construct format a winning PDF resume how to write skills in resume and don ts in resume It should be required reading for every job applicant The author presents the information in such a clear concise well organized way You will feel like an experienced friend is helping you through tricky territory in a very candid yet patient and kind way Writing an effective cover letter

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basic skills of management and leadership These basic skills are reading writing learning speaking interviewing training deciding problem solving managing conflict and motivation The author examines how these skills can be fully developed and mastered

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