

DoriAnn (Dee Dee) Timmerman
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Objective

To obtain remote work utilizing my years of secretarial experience and technical skills.

Systems used

Google Drive: Docs, Sheets, Calendar, Gmail

Microsoft: Word, Publisher, Excel, Outlook and Access Database

Canva design

Survey Monkey

Employment History

Church of the Nativity

****August 2022 to Present*

Dubuque, IA

Parish Secretary

Duties:

- Liaison between Pastor and Congregation
- Upkeep of Pastor's calendar
- Answering phones and fielding questions
- Sort, prioritize, and respond to emails for Pastor and staff
- Sacramental record keeping for parish
- Creating weekly newsletter and social media posts
- Updating website as needed
- Funeral planning with families
- Sacristan for liturgies

Gro365 Marketing

****August 2016 to August 2022*

Remote Work

Information Specialist/Data Entry

Duties:

- Created, updated and cleaned databases for a variety of clients
- Completed monthly audits and SIC Code tracking
- Reviewed and revised sales counts on a regular basis
- Participated in regular team meetings

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Employment History cont'd

Heaven Sent Virtual Assistant
Remote work

***January 2014 to August 2016

Owner

- Designed and updated client websites and social media pages
- Researched/created new client databases
- Created various spreadsheets and surveys for small businesses
- Transferred medical/laboratory data from old software to new software
- Transcribed through various contract services
- Edited several projects for a publishing company

Sinsinawa Dominican Motherhouse
Sinsinawa WI

***May 2010 to November 2014

Executive Secretary/Mound Prioress Assistant

Duties:

- Personal assistant to the Mound Prioress
- Took minutes at General Council and Central Council meetings
- Liaison between Councils
- Kept calendar for various meetings and projects
- Sorted, prioritized, and responded to emails for Councils
- Created weekly newsletters and updated website as needed
- Generated annual directory for Congregation

Ministries

- Marriage Prep Mentor, Dubuque Archdiocese, 2023-Present
- Facilitator for *Behold Your Child*, Dubuque Archdiocese, 2023-Present
- OCIA co-Facilitator, Dubuque Archdiocese, 2024-Present
- Facilitator for Catholic Divorce Survival Program by Rose Sweet, 2015-2017