



# Deborah Marie Simer

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## Experience

**September 2020 – May 2022**

Law Clerk • Front Office/Phones • Bell Gould Linder & Scott, P.C.

**December 2018 – June 2020**

Accounting Coordinator • Accounting/Office • INFICON Instrutech, LLC

**April 2015 – November 2018**

AP Payments Coordinator • Accounting/Office • Nutrien / CPS

**Aug 2013 – February 2015**

Accounting Clerk/Contract • Accounting/Office • Apple One Services

**March 2010 – July 2013**

Accounting Representative • Accounting/Office • Barton Supply

**August 2007 – March 2010**

Office Administrator • Reception/Office • Civil Arts, Inc.

**March 2006 – August 2007**

Office Administrator/Contract • Reception/Office • Kelly Services

**August 2003 – February 2006**

Owner/Head Groomer • Management • Klip & Kuddle Pet Grooming

**October 1993 – June 2003**

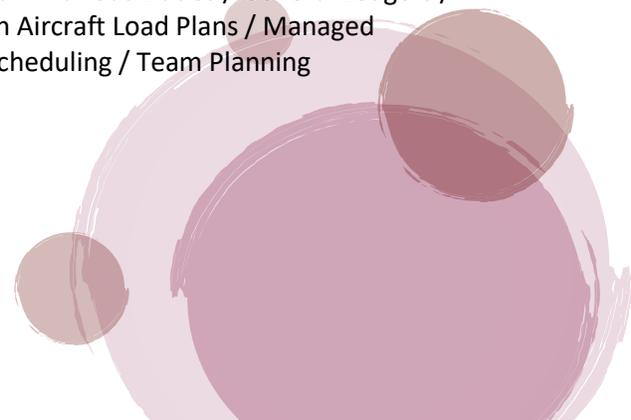
Administration/Air Wing Supply • Sergeant • U.S. Marine Corps

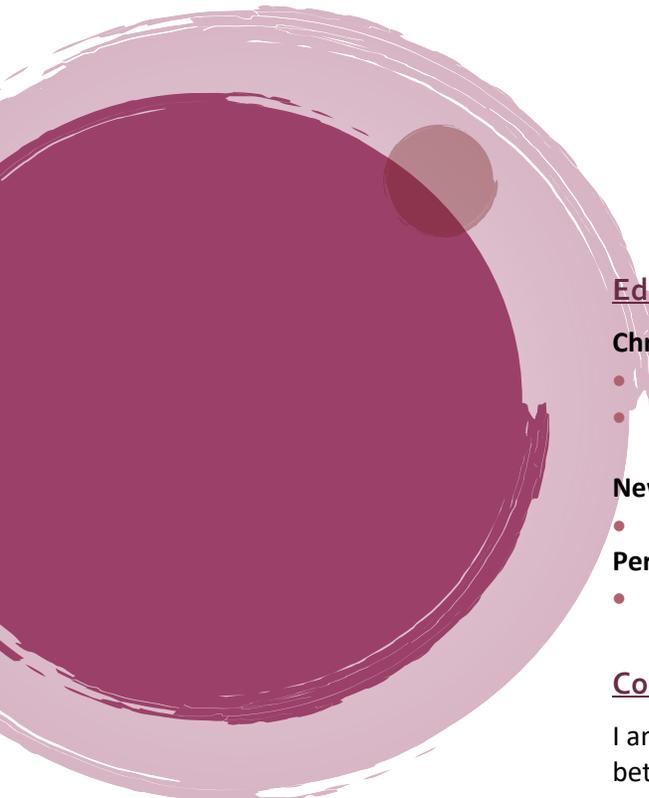
Written Policy & Procedure Manuals / Oversaw & Implemented Changes / General Clerical Office / Customer Service / Accounts Payable & Receivables / Filing / Data Entry / Multi-line Phones / Supervised Personnel Movement / Day to Day Management Operations / Assisted Leadership in Various Duties / General Ledgers / Payment Processing / Logistics in Aircraft Load Plans / Managed Individual & Group Accounts / Scheduling / Team Planning

 9605 Paden Avenue  
Carr, CO 80612

 970-682-5863

 dsimer2020@gmail.com





## Education

### **Christian Life School of Theology, Columbus, GA**

- Additional History Seminar (for fun)
- Trauma Counseling Courses (for knowledge & further understanding of various traumas)

### **Newburgh Theological Seminary, Newburgh, IN**

- Certificate: Basic Theological & Biblical History

### **Personnel Administration 0121, Jacksonville, NC**

- 0121 Certification: USMC Personnel Administration Management

## Communication

I am seeking to find a home; not just employment and to continue to better myself and my community by utilizing my skills; while always growing and learning to serve my fellow citizens in whatever capacity I am led to. I am a self-starter that loves to work as a team with my colleagues. I do also enjoy challenging myself in solo projects whenever the need arises.

## Leadership

### **August 2004 – Present**

Coordinator/Director • LC Marine Corps Reserve Toys for Tots

Coordinating Events & Fundraisers / Public Speaking / Administrative Duties for Unit / Budget Tracking / Processing Inventory / Report to Foundation HQ in Triangle, VA regularly / Various Audits

### **March 2018 – March 2020**

Commandant/Commander • Northern Colorado Marine Corps League Detachment #785

Coordinating Events & Fundraisers / Public Speaking / Administrative Duties for Unit / Planning & Leading Meetings / Leading Ceremonies

### **August 2006 – October 2018**

Children's Ministry Leader • Trailhead Church, Wellington, CO

Coordinated & Organized Curriculum for Children within the Church Programs / Built Lesson Plans / Prepared Schedules / Coordinated Events with Church Pastor / Scheduled Teachers / Taught Classes / Connected with Families Directly to Further Growth in the Littles

## References

Available upon Request.





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## References

Summer Elam • 619-623-0548 • Friend / Colleague Marine Corps League

Michelle & Jason Higginbotham • 970-584-9792 • Friend / Volunteer Toys for Tots / Fellow Kinship Foster Family

Lulu Cothren • 970-397-1196 • Friend / Leader New Freedom Outreach

Christi DeSimone • 970-222-8016 • Friend / Volunteer Toys for Tots

Nicole (Niki) Grummert • 970-219-4153 • Friend / Co-Coordinator LC Toys for Tots

