

Lisa Salem

Professional Development, Education, and Training

Virtual Assistance Training

- **AssistU** - Student in 20 week Virtual Assistant Training Program - (250 hours) plus continuing education opportunities and ongoing support upon graduation. *6/2009 to 11/2009*

Professional Development, Education, and Corporate Training

- **Administrative Assistant Applications** -- 8 week online refresher course (24 hours) *2008*
- **Administrative Assistant Fundamentals** - 8 week online refresher course (24 hours) *2005*
- **Notary Public, State of Florida** - Commissioned through 4/26/2013 *2005/present*
- **CPS/CAP Study Groups** - Review to prepare for Certified Professional Secretary (CPS) and Certified Administrative Professional (CAP) exam; college level textbook reading for each major subsection: Office Systems and Technology, Office Administration, Management (Human Resources, Accounting Procedures & Analysis, Time Management, Communication), Advanced Organizational Management (Organizational Planning, Advanced Administration, Team Skills, Communication) *2005/ongoing*
- **Quickbooks Pro 2002** course *2002*
- **Administrative Professionals Conference:** Breakout Groups/Lectures attended: "Balancing the Life Pyramid," Complimentary / Integrated Alternative Medicine, "Financial Planning," "The Art of Taking Minutes" "GroupWise Tips & Techniques" "Business Etiquette for Today" *2001*
- **Medical Transcription Education Ctr (MTEC)** -- Course work/self study: anatomy/physiology, medical terminology, pharmacology, laboratory procedures, human disease process, medical keyboarding, grammar, editing, and reference techniques. Included basic/advanced test tapes in various specialties *2001/2002*
- **Medical Terminology Course**- 94% final score *2000*
- **Brevard Community College:** College Credit Courses completed: Microsoft Office Applications, Intro to Business, Psychology, Communications, Business Law, Intro to Paralegalism, Financial Accounting, Managerial Accounting, Legal Office Document Processing, Corporations and Business Organizations Law, Real Estate Law *1999/ongoing*
- **Grammar and Usage Seminar** *1999*
- **Seminar: Management Skills for Secretaries, Administrative Assistants, and Support Staff** *1998*
- **Seminar: The Exceptional Assistant** *1997*
- **Personal Coaching with Linda Cobb** *1996-1999*
- **Real Estate Academy - R.E. Salesperson license** (Massachusetts) *1985*
- **Administrative Assistant Certificate Program** (5 courses) *1982/1983*
- **Shorthand Refresher Course Mass Bay Community College** *1978*
- **Business Occupations Program** - Graduated with Honors *1976*

Certifications

- [Brainbench](#): Business Writing; 3.50 GPA, Transcript ID#: 7382524
- [Lynda.com](#): WordPress.com 2.7
- [Lynda.com](#): Microsoft Word 2007: Formatting Long Documents