



Marie Herman

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Biography

When it comes to career and professional development, Marie Herman knows how to take you from where you are, to where you want to be.

As the owner of MRH Enterprises LLC, Marie helps office professionals to advance their careers through certification and education.

Marie, an author, mentor and subject matter expert, holds multiple certifications and can help you become better trained as well.

She turned her more than two decades of experience as an administrative professional and efficiency consultant into a thriving virtual training business. She is a regular contributor to Executive Secretary Magazine and also facilitates Organizational Management cohorts for IAAP.

Marie teaches webinars and seminars on various technology and professional development topics and also provides highly-respected online certification study groups for the Microsoft Office Specialist, Google G Suite, and Certified Administrative Professional certification exams.

Session: Discover Google Docs

Collaborate with colleagues on documents large and small with Google Docs. This program brings ease of access with its cloud-based software that lets you write, edit and collaborate no matter where you are. Real time communication opens the door to more efficient partnerships with your colleagues, with no fear of losing data through redundant files. You'll be able to integrate your documents, Drive files and email easily to keep information organized.

Whether you are creating reports or preparing proposals, use Google Docs to create your documents, edit and format them as desired, share and collaborate with others and access the rest of the Google G Suite to seamlessly share data across your team, no matter where they are located.

Discover how you can publish your documents to the web or enhance them with the built-in functionality of images, tables, charts and more. We'll also discuss some of the most common issues you are likely to encounter, especially if you have moved from Microsoft Office to Google G Suite.

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This session is worth 1.0 IAAP recertification point.