



Knights of Peter Claver, Inc.

Meritorious Fourth Degree



Ladies of Grace

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Debra Gray Bridges

Candidate for Supreme Scribe

Greetings,

I humbly come to you as I seek a second term for Supreme Scribe. As an efficient and organized Secretary with over 30+ years of experience working in various environments, I believe I have the skills and qualifications to continue to be your Supreme Scribe. Throughout my professional career and with the Knights of Peter Claver, I've exemplified my skills by:

- Earning and maintaining my Professional Secretary Certification from the Institute of Chartered Secretaries
- Overseeing numerous requests where I have kept records, updated files, scheduled meetings and performed other administrative tasks
- Providing direct support to nine executive leaders which included updating action items, workshop presentations, preparing documents, assisting where needed, and various requests

I pride myself on paying close attention to even the smallest details to ensure my work is accurate and well-developed. As you can probably tell from the bits of information I've shared, I also enjoy supporting my Sister board members by using my excellent communication skills, time management and problem-solving skills to streamline processes.

Thank you for taking the time to review my qualifications. I hope to see and speak with you during our 43rd Annual Conclave in Oklahoma City, OK July 14 – July 16, 2024. If you have questions or need more information, please contact me via phone or email.

Debra Gray Bridges

Supreme Scribe
2022 - 2024

Being the Claver you can count on.